



AGENDA
WORK SESSION
OF THE WINDSOR HEIGHTS CITY COUNCIL
Monday, March 16, 2026 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST
ZOOM: <https://us02web.zoom.us/j/7832856334>
Meeting ID: 783 285 6334

Notice to the Public: The Council may conduct workshop meetings or study sessions on matters which are expected to come before the Council for informal action at a regular meeting or otherwise need study by the Council. Items to be considered will be placed on an agenda as required by the open meetings statutes. Final action on items is not taken during workshop or study sessions. No formal vote of the Council in favor or against any workshop or study session item may be taken. Workshops and study sessions are not public hearings. The Presiding Officer may determine whether or not to allow public comment during a workshop or study session. No member or the public or interested party has the right to make a presentation or address the Council on an item under consideration in a workshop or study session.

1. **Call to Order/Roll Call**
2. **Strategic Planning Session**
 - A. Discuss Strategic Plan
3. **Adjourn**

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.

Non-Union Employee Compensation and Performance Evaluation Program

Effective July 1, 2021

Adopted by City Council June 7, 2021

To assess performance, recognize the contributions made by employees to the betterment of city services in Windsor Heights, and determine annual compensation adjustments based on individual employee effort, it is recommended that the City follow a three-part compensation plan for non-union staff members effective July 1, 2021.

1. Annual Wage Adjustment

Each non-union employee shall receive a basic **Annual Wage Adjustment** (AWA) each year that is determined by the Employment Cost Index (ECI). This increase will be to the base salary of each individual and will assure employees that their compensation is adjusted in a comparable manner as to what is occurring within the local economy. It also values employee skills at the current market rate. This adjustment would occur if the employee demonstrates acceptable performance (3.0) to set evaluation standards (5.0 scale).

2. Merit Bonus

Employees shall be given the opportunity to earn an annual, one-time **Merit Bonus** that is paid based upon identified benchmarks as measured in annual performance evaluations. This additional incentive will not affect the base salary of any position. It will be offered to individual employees performing at "Excellent or Distinguished Performance" ratings on their performance objectives and include the following additional intangibles as measured by each department head:

- a. Attainment/progress towards an individual's identified goals for professional growth
- b. Commitment to the overall success of the City's corporate image and mission
- c. Attitude and collaboration with city stakeholders

3. Two-Year Salary Study

To show long-term commitment to on-going employment and professional growth within the city, the City Administrator and department heads shall collaborate every two (2) years on updating job descriptions and city comparables through an updated **Salary Study**. The intent of this is to establish a salary range for each position within the city that is comparable to like duties in other municipal metropolitan communities and include within that range a salary midpoint. These ranges will then be forwarded to the Finance & Personnel Committee and eventually the full City Council for review, discussion, and adoption by resolution as appropriate. Then moving forward in non-salary study years as each year's AWA is made, the salary range minimums and maximums should be increased by the same adjustment percentage.

Merit Bonus Funding

The City Council will determine annually (on or before March 15) as part of the budget process for the upcoming fiscal year, the amount to be allocated for the Merit Bonus. The total amount of funds allocated for the bonus plan shall be approved annually by the City Council and is conditional based on available funding.

Eligibility

All regular, non-union employees must have 6 months of continuous employment to be eligible for any Pay for Performance merit bonus. Anyone receiving a written warning or greater disciplinary action during their current rating period OR who receives an overall evaluation rating below "meets standard" (3.0) will not be eligible for any incentive pay adjustment.

Annual Evaluation Required

Employees will receive an annual evaluation of individual job performance by May 1st of the current fiscal year, which will determine the one-time bonus payment awarded in the first payroll of July in the following fiscal year. This annual bonus will be based solely on the current year evaluation and shall not be affected by any previous year evaluations.

Ratings and Categories

The performance evaluation system will also utilize the following five (5) rating categories and corresponding percentages to determine overall scores of employee performance. The ratings categories are:

DP Distinguished Performance (5)

Performance consistently exceeds position requirements and management expectations. Resourcefulness and demonstrated knowledge are the highest quality. Assignments are accomplished in an exceptional manner with minimal direction and are characterized by outstanding achievements within the department and organization.

EP Excellent Performance (4)

On a regular basis, performance is characterized by high quality and quantity of work that exceeds most position requirements, key objectives, and management expectations. Employee demonstrates outstanding skills and abilities, and assignments are accomplished in a highly effective manner with limited guidance and direction.

SP Standard Performance (3)

Performance meets all requirements of work objectives and management expectations. Employee demonstrates a good working knowledge of job duties, and assignments are accomplished with normal supervisory guidance.

ND Needs Development (2)

Performance does not consistently meet management expectations. Employee requires more than normal guidance and direction. Improvement and/or development are necessary if the rater elects to continue employment with the City. Performance improvement plan required.

FI Failing/Failed to Improve (1)

The employee has previously been given a performance improvement plan or specific improvement instruction in a particular area and has not improved.

Merit Bonus Calculation

Once an employee's performance evaluation has been completed, the final score shall be determined by the evaluator, signed off by the supervisor and submitted to the City Administrator in order to make the one-time lump sum merit bonus for the second payroll period in July.

Performance Evaluation Level	Bonus Pay Amount*
0.00-1.99	\$0.00
2.00-2.99	\$0.00
3.00-3.99	Not to exceed 2%
4.00-5.00	Not to exceed 3%

**Each year total available funding for the bonus payment shall first be decided by the City Council based on the amount of monies available to support the City's overall compensation program (Average Wage Adjustment + Performance-based Merit Bonus).*

In no case will the merit bonus exceed the employee's annual wage percentage as listed in the table above.

Schedule for Annual Implementation

October - December (of current fiscal year)

City Council/City Administrator discussion on amount of money to allocate to pay for merit bonuses for upcoming budget year.

January - February

Determine updated Employment Cost Index (ECI) for July 1st AWA adjustment.

No Later than March 15th

Finalize/approve upcoming budget including AWA adjustments and total dollar

amount to be shared among those who qualify for pay for performance incentive.
NOTE: upcoming fiscal year salary schedule to be adopted by resolution prior to July 1st (if not included with budget adoption).

April

City Administrator and department heads complete annual performance reviews of all non-union staff and collaborate on allocations of merit incentive. Allocations are based upon percentage of eligible employees within each department (Ex: PD has 5 of 18 eligible employees (~28%); City Administrator and Police Chief work together to award 28% of allocated merit funds to eligible PD staff).

First Pay Period in July

AWA adjustments become effective - base salary is increased for new fiscal year.

Second Pay Period in July

One-time merit bonus checks are issued to employees who have exceeded standards of measure.



W I N D S O R
H E I G H T S

EMPLOYEE HANDBOOK

Adopted August 2025

Welcome!

Welcome to the City of Windsor Heights! We are delighted you have chosen to join our organization and hope you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further the City's goals.

You are joining an organization that strives to provide our residents, businesses, and visitors with a safe environment and exceptional city services through our team approach. The result is a unique, sustainable, and vibrant community! We sincerely hope you will take pride in being an important part of the community of Windsor Heights.

TABLE OF CONTENTS

Introduction	5
Purpose	5
Adoption and Policy Amendment	5
At-Will Employment	5
Equal Opportunity and Commitment to Diversity	6
Equal Employment Opportunity (EEO)	6
Americans with Disabilities Act (ADA) and Reasonable Accommodation	6
Commitment to Diversity	7
Harassment Prevention	7
Harassment and Discrimination Complaint Procedure	8
Whistleblower	10
Conflicts of Interest and Ethical Business Practices	10
Conflicts of Interest	10
Code of Ethics	11
Political Activities	12
Outside Employment	13
Employment Relationship	13
Employment Classification	13
Work Week and Hours of Work	14
Paycheck Information	15
Time Records	15
Overtime	15
Compensatory Time	16
On-Call Pay	16
Pay Change for Temporary Assignment	17
Pay and Performance	17
Longevity Pay	18
Cell Phone Reimbursement/Stipend	18
City Vehicle Policy	18
Travel and Expenses	19
Residency Requirement	21

Non-Fraternization	21
Separation from Employment	22
Access to Personnel Files	22
Public Record Notice	23
Notification of Convictions and Other Governmental Action	23
Employment Verification	23
Workplace Safety	24
Drug-Free and Alcohol-Free Workplace	24
Drug and Alcohol Testing Policy & Procedures	24
Smoke-Free & Tobacco-Free Workplace	34
Workplace Violence Prevention	34
Commitment to Safety	35
Employee Safety/On the Job Injury Policy	35
Emergency Closings	39
Workplace Guidelines	40
Attendance	40
Flex Scheduling	40
Remote Work	40
Job Abandonment	40
Employee Conduct	40
Dress and Appearance	41
Computers, Internet, Email, and Other Resources	42
Cell Phone Use	44
Corrective Action	45
Conflict Resolution Procedure	45
Environmental Responsibility	46
Purchases	46
City Vehicle Idling	47
Time Off and Leaves of Absence	47
Holidays	47
Executive Leave	47
Paid Time Off (PTO)	48
Unpaid Leave of Absence	49

Pregnancy and Birth Or Adoption Of Child Leave	50
Lactation	50
Family and Medical Leave	50
Military Leave	54
Veterans Day	55
Bereavement Leave	55
Jury Duty/Court Appearance	55
Time Off for Voting	56
Employee Wellbeing Benefits	58
Wellbeing Benefits Eligibility	58
Continuation of Wellbeing Benefits	59
Consolidated Omnibus Budget Reconciliation Act (COBRA)	59
Retirement Savings Plans	60
Workers' Compensation	60
Education/Tuition Assistance	61
Employee Assistance Program	62
Wellness Program	62
Receipt and Acknowledgement Signature Page	63

Introduction

Purpose

The purpose of these policies and procedures is to establish a fair and equitable system of personnel administration that will facilitate efficient and effective public service for the City. This handbook was written for all City of Windsor Heights (“City”) employees regardless of status, excluding elected officials, commission members and volunteers. Employees are expected to read this handbook and retain it for future reference. Should an employee have any questions regarding any policies, they should speak to their supervisor, Department Head, Human Resources, or City Administrator. If at any time there is a conflict between this handbook and an applicable state or federal statute, the terms of the statute will govern in all cases.

In the event any policies contained in this handbook differ from the terms of a collectively bargained agreement, the Collective Bargaining Agreement (CBA) entered into according to the Iowa Public Employment Relations Act (Iowa Code Chapter 20) shall apply to employees included in the CBA group.

This Handbook should be retained for future reference alongside other departmental policies and written communications regarding employee policies.

Adoption and Policy Amendment

These policies and procedures are adopted by resolution of the Windsor Heights City Council (“City Council or Council”). Policy amendments shall become effective upon consideration and adoption by the Council. City Council action will approve exceptions to policies or procedures outlined in this manual.

The City reserves the right to amend, rescind, or modify any of these policies, practices, or benefits at any time with or without prior notice. If you are uncertain about any policy or procedure, please check with your Department Head or the City Administrator.

At-Will Employment

Employment with the City of Windsor Heights is at-will and can be terminated at any time with or without cause without prior notice by either the employee or the City, except as otherwise provided by law or the terms of a collective bargaining agreement. This handbook is not a contract guaranteeing employment for any specific duration. Nothing in this handbook creates or is intended to create a promise or representation of continued employment. This handbook supersedes any and all prior handbooks, written documents (with the exception of a duly authorized Collective Bargaining Agreement), or oral or implied representations that might otherwise contradict the at-will nature of employment.

Equal Opportunity and Commitment to Diversity

Equal Employment Opportunity (EEO)

The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, ancestry, national origin, sex, sexual orientation, age, disability, gender identity, genetic information, service in the military, or any other characteristic protected by law.

Equal employment opportunity applies to all terms and conditions of employment, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the City.

The City expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties will not be tolerated.

Remedies

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their immediate Supervisor, Department Head, or the City Administrator. Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The City will promptly, thoroughly, and fairly investigate every issue brought to its attention in this area and will take corrective action, when appropriate, up to and including termination of employment.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) are federal laws that require employers not to discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

To ensure equal employment opportunities to qualified individuals with a disability, the City will make reasonable accommodation for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the organization would result. Employees who may require reasonable accommodation should contact their immediate Supervisor, Department Head, or the City Administrator.

On receipt of an accommodation request, the Department Head will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability. Medical certification from the employee's physician may be required. The Department Head, City Administrator and physician, counselor or other appropriate professional will determine the feasibility of the requested accommodation, considering factors, including, but not limited to, the nature and cost of the accommodation requested, the availability of outside funding, the City's overall financial resources and the accommodation's impact on the operation of the City, including the impact on the ability of other employees to perform their duties.

Commitment to Diversity

The City is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. This commitment is embodied in City policy and the way we do business in the City and is an important principle of sound business management.

Harassment Prevention

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, religion, sex, sexual orientation, gender identity, age, qualified disability, national origin, veteran status, genetic information, or other characteristic protected by law, is prohibited.

It is the City's policy to provide a work environment free of sexual and other harassment. To that end, harassment of City employees by management, coworkers, or non-employees who are in the workplace is prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment or discrimination complaint will not be tolerated. Based upon the seriousness of the offense, the City will take corrective action, when appropriate, up to and including termination of employment.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to: epithets, slurs, jokes, pranks, innuendo, comments, written or graphic material, stereotyping, or other threatening, hostile, or intimidating acts based on any protected characteristics listed above, or other characteristics protected by law.

Definition of Sexual Harassment. “Sexual harassment” is defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Leering, whistling, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences;
- Discussion of one’s sexual activities; and

Sexual harassment includes the foregoing conduct regardless of whether the persons involved are of the opposite sex or same sex.

Harassment and Discrimination Complaint Procedure

All employees of the City, both management and non-management, are responsible for assuring that a workplace free of harassment and discrimination is maintained. Any employee who believes they have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested, and encouraged to make a complaint. You may bring your complaint directly to your immediate Supervisor or Department Head, the City Administrator, or any other member of management with whom you feel comfortable bringing such a complaint. Nothing in this policy requires any person complaining of harassment, sexual or otherwise, to report the matter to the individual who is the subject of the complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

Whenever the City is made aware of a situation that may violate this policy, it will conduct a thorough and objective investigation. The employee subject to the complaint may be placed on administrative leave during the pendency of the investigation. If the City determines that

prohibited harassment has occurred, it will take appropriate action against any person found to have engaged in harassment. The type of discipline administered will be dependent upon the severity of the conduct, as well as any other factors presented in particular circumstances. All complaints and investigations are treated confidentially to the extent possible, however confidentiality cannot be promised. The City will take adequate steps to ensure that the complainant and witnesses are protected from retaliation during and after the investigation.

Supervisor Responsibility. Supervisors must deal expeditiously and fairly when they have any knowledge of behavior or conduct that may violate City policy within their departments, whether or not there has been a formal complaint. They must:

1. Take all complaints or concerns of alleged or possible discrimination or harassment seriously no matter how minor or who is involved.
2. Report all incidents to the City Administrator immediately so that a prompt investigation can occur and be documented.
3. Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Supervisors are responsible for exerting their authority and enforcing this policy when aware of discrimination or harassment, including when the person discriminating, or the harasser is another Supervisor. Supervisors who knowingly allow or tolerate inappropriate behavior including but not limited to discrimination, harassment, or retaliation, including the failure to immediately report such misconduct are in violation of this policy and subject to discipline up to and including termination.

Prohibited Retaliation. The City will not allow any form of retaliation against individuals who raise issues of equal employment opportunity, for making a good-faith complaint or report of discrimination or harassment, or for assisting in the investigation of any such complaint or report. If an employee feels they have been subjected to any such retaliation, they should bring it to the attention of the City Administrator.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process. "Adverse conduct" includes but is not limited to:

- shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above. All complaints will be investigated promptly and, to the extent possible, with regard to confidentiality. If the investigation confirms conduct contrary to this policy has occurred, the City will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Whistleblower

A whistleblower as defined by this policy is an employee of the City of Windsor Heights who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their Department Head or the City Administrator. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action up to and including termination.

The City will not retaliate against a whistleblower who filed a good-faith complaint. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact their Department Head or the City Administrator immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Veterans' Preference

Any honorably discharged veteran, as defined in Iowa Code Chapter 35C of the Code of Iowa, shall be entitled to preference in appointment, employment, and promotion over other applicants of no greater qualifications in accordance with Iowa Code Chapter 35C.

Conflicts of Interest and Ethical Business Practices

Conflicts of Interest

The City expects all employees to conduct themselves and City business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests as set forth in Iowa Code §68B.2A.

The City recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the City, however your outside employment must not conflict with the interests of the City or interfere with the performance of your duties with the City.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a Supervisor for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. No employee or employee's relative or partner shall hold any public office within the City government, or any other office, which may create a conflict of interest.
2. Holding a substantial interest in, or participating in the management of, a firm to which the City makes sales or from which it makes purchases.
3. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
4. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the City.
5. Using one's position in the City or knowledge of its affairs for personal gains.
6. For a vendor to work as an employee, consultant, independent contractor or in any other additional capacity with the City.

Code of Ethics

The City expects all team members to display honesty and integrity at all levels. We value trustworthiness and expect ethical conduct. Employees must always act honorably in business interactions with team members, constituents, vendors, and others.

Proper conduct includes strict compliance with the spirit and letter of the laws and regulations pertinent to the City's business activities. It also means your business practices reflect the highest standards of integrity, are honest, and are ethical. The City's commitment to professional conduct is outlined below, although this is not to be an exhaustive list of ethical behaviors expected:

- You shall be impartial and dedicated to the best interests of the City. You shall conduct yourself, both inside and outside the City's service, so as not to cause distrust of your impartiality or of your dedication to the City's best interests.
- You shall affirm the dignity and worth of the services rendered by the government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
- You shall carry out the established policies of the City.
- You shall buy without prejudice, seeking to obtain the maximum value for each expenditure of public funds.
- You shall never engage in acts of corruption or bribery, nor will you condone such acts by other employees.
- You shall not directly or indirectly accept or receive any gift or series of gifts, as defined in Section 68B.22 of the Code of Iowa. This includes special discounts or offers that are not available to the general public.
- You shall be responsible for your own standard of professional performance and will take every reasonable opportunity to enhance and improve your level of knowledge and competence.

- You shall be responsible for being familiar with the laws applicable to your area of work, complying with such laws and maintaining the highest level of honesty and integrity in your business conduct.
- You shall promptly report to management when there is a reason to believe a violation of law, regulation, policy, or the Code has occurred or may have occurred.

Employees may not engage in any outside employment or an activity that involves the use of the City's time, facilities, equipment, and supplies or the use of the City badge, uniform, business card, or other evidences of office or employment to give the person or member of the person's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public.

Failure to adhere to ethical conduct expectations can result in corrective action up to and including termination.

Political Activities

Campaign Activities. You have a right to express your individual opinions on political issues and candidates, however, in accordance with Section 721.3 of the Iowa Code, candidates or committee members cannot solicit contributions or receive political support from you during work hours.

Employees may participate in, or contribute to, the election or appointment of public officials; however, employees shall not solicit political contributions while on the job or while using City equipment. Political activity must not interfere with normal work duties. No city employee will be forced or compelled to take part in political campaigns to favor the appointment or election of candidates for any office.

Candidates for Office. Should the employee file papers or campaign for elected office for the City of Windsor Heights, the employee will be required to take an immediate, unpaid leave of absence until after the election. Should the employee be elected, said employee will be separated from employment effective with the elected official's oath of office. The leave without pay begins upon either an announcement of candidacy or filing of a petition for office. However, this will not be later than 30 days before the primary or general election day, and it continues until the employee is no longer a candidate.

If elected, the employee may be required to resign their city position according to the Iowa Code chapter 372 and the incompatibility of offices doctrine.

However, the employee may be a candidate for a non-city, non-partisan office that is not related to their employment. If this is the case, they will not be required to take the leave of absence without pay, as long as they do not campaign while on duty as an employee or let their duties interfere with their city job responsibilities. Leave requests for candidacy and service will be granted in accordance with Iowa Code chapter 55.

Political Activities Not Affected. Employees are not prohibited from:

- Becoming or continuing to be a member of a political club or organization;

- Attending a political meeting;
- Enjoying entire freedom from all interference in casting their vote;
- Seeking signatures for any initiative or referendum petition directly affecting their rates of pay, hours of work, retirement, or other working conditions; or,
- Distributing badges, pamphlets, dodgers, or handbills or other participation in any campaign or campaign in connection with a petition, if the activity is not carried out during hours of work or on City property.
- Seeking elected municipal office outside of Windsor Heights

If employees are unsure about whether an activity might violate this policy, or if employees have questions about this policy, they should speak with their Department Head or the City Administrator.

Outside Employment

Employees are permitted to have outside employment as long as it does not interfere with their job performance or result in a conflict of interest with the City. If a situation arises where there is a potential conflict of interest, the employee should discuss this with their Supervisor or the City Administrator for advice and guidance on how to proceed. Employees with outside employment are expected to work their assigned schedules. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to corrective action, up to and including termination.

Use of City Property

You must protect City-owned and private property located on agency work sites or other City premises. Therefore, the following are prohibited: unauthorized use, abuse, misuse, or waste of property or materials; unauthorized possession or sale of items; and unlawful operation or use of City vehicles and equipment for other than City business or approved use. You must use the City's long-distance service and City-owned cellular phones for official City business only. You must keep local personal calls from City office phones to a minimum. City postage stamps and metered mail are for official business only. You must check out City equipment through a management representative before removal from the premises. You may not take equipment off the premises for personal use.

Employment Relationship

Employment Classification

It is the intent of the City to define the employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship

at will at any time and for any reason is retained by both the employee and the City of Windsor Heights.

Fair Labor Standards Act (FLSA) Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

- **Nonexempt:** Employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
- **Exempt:** Employees who hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor that allows for an exemption from the minimum wage and overtime provisions of the FLSA; these employees are paid on a salaried basis.

Employee Job Categories

The City of Windsor Heights has established the following categories for employees:

- **Regular Full-time:** Employees who are regularly scheduled to work a minimum of 30 hours per week. Generally, they are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefit program.
- **Regular Part-time:** Employees who are regularly scheduled to work an average of less than 30 hours per week. Regular Part-time employees are eligible to participate in some of the benefits offered by the City, subject to the terms, conditions, and limitations of the program.
- **Paid-On-Call:** Employees who are in the Fire Department receive an hourly rate of pay for time they are responding to calls and during department approved training or other assignments. Paid-on-call employees are not eligible to participate in any of the City's benefits programs.
- **Temporary:** Employees who are hired on a full- or part-time basis to work on a specific project for a period of up to one hundred eighty (180) days or the pay limit established under IPERS. Additional time may be allowed with the approval of the Council. Temporary employees are not eligible to participate in any of the City's benefits programs.
- **Seasonal:** Employees who are hired to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work the City's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Seasonal employees are not eligible to participate in any of the City's benefits programs.
- **Terminal:** Employees who are retired and elect to have the balance of their accrued leaves paid in regular disbursements instead of a lump sum. Terminal employees are not eligible to participate in any of the City's benefits programs unless mandated by law.

Work Week and Hours of Work

The standard workweek is from Saturday 12:00 a.m. until Friday 11:59 p.m. and generally consists of 40 work hours. The general hours of operation for City offices are from 8:00 a.m.

until 4:30 p.m. Monday through Friday. Individual work schedules may vary depending on the needs of each department. Hours may be further determined due to factors such as operational demands, at the discretion of the appropriate Department Head.

Work break schedules shall be determined on a departmental basis and shall be the responsibility of the Department Head to oversee. Any non-standard schedules or non-traditional work arrangements must be approved by the City Administrator.

Summer hours will entail City offices closing at 3:00 p.m. on Fridays from May through September. City offices may occasionally be closed with approval of the City Administrator due to training, staffing issues, or inclement weather.

Paycheck Information

Pay dates. The City's pay date for all employees is biweekly on Friday. If a payday falls on a Federal holiday, employees will receive their paycheck on the preceding workday.

Reporting Errors. Any errors in the processing or calculations of the payroll check should be reported to the employee's supervisor and/or the Finance Officer immediately.

Direct Deposit. All employees are required to utilize direct deposit for paychecks. You may direct deposit in up to two separate accounts; all first-time direct deposit requests require pre-authorization on the account. Employees will receive a hardcopy payroll check until the authorization is successfully confirmed, usually prior to a second paycheck.

Payroll Check Deductions. Deductions from an employee's payroll check may consist of:

- statutory deductions such as federal, state, and local taxes;
- court-ordered withholdings;
- employee's elective benefit plans: cost-sharing portion or retirement plan contributions;
- any other deductions required by law.

Time Records

All non-exempt employees are required to complete accurate weekly time reports showing all time actually worked and leave time taken. These records are required by governmental regulations and are used to calculate regular and overtime pay. All exempt employees must accurately report any leave time taken in a pay period. At the end of each pay period, the employee and their supervisor must sign the timesheet attesting to its correctness or use the City's digital time recording program. No one may record hours on another's timesheet, without approval from the Department Head. Tampering with another's timesheet is cause for disciplinary action up to and including termination, of both employees. In the event of an error in recording time, the employee will notify their supervisor.

Overtime

When required due to the needs of the organization, employees may be required to work additional hours. In accordance with the Fair Labor Standards Act, all non-exempt employees,

except those covered by a Collective Bargaining Agreement or those who elect to receive compensatory time, will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked, inclusive of holiday pay, in a single workweek.

- Paid leave, Paid Time Off (PTO), bereavement time, and jury duty does not apply toward work time.

All overtime work must be approved in advance (when possible) by an employee's supervisor.

Schedule and Overtime for Fire Department Employees per the 2025-2026 Union

Agreement: The regular workday and work schedule rotation for full-time Fire Department employees shall consist of 48 hours on followed by 96 hours off. As per allowances within FLSA Section 7(k), each 14-day work period for Fire Department employees shall consist of up to 106 actual hours worked before overtime shall be due to an employee. Overtime shall be paid at the rate of one and one-half (1 ½) the employee's straight time hourly rate for all work performed in excess of 106 hours per work period. Overtime shall not be paid more than once for the same hours worked. Vacations, leaves, and holiday are not considered time worked for the purpose of determining overtime.

Compensatory Time

All non-exempt employees, except those covered by a Collective Bargaining Agreement, whose total work hours and/or compensatory time used exceed 40 hours in a standard work week are eligible for overtime or compensatory time.

Compensatory time is calculated at a rate of one and one-half (1 ½) hours for each one (1) hour worked in excess of 40 hours in a regular work week. A maximum of 48 hours will be allowed to accumulate.

The City Administrator or appropriate Department Head shall authorize compensatory time for an eligible employee. Should an employee accumulate more than 48 hours, the employee may be required by their Supervisor to schedule and take time off. Due to extenuating circumstances, the City Administrator may extend the maximum amount accumulated to meet organizational needs.

Employees who have accrued compensatory time may request the use of compensatory time and shall be permitted to use such time within a reasonable period after making the request if the use of compensatory time does not unduly disrupt operations. Normally notice of three days will be required for the use of compensatory time.

Upon resignation, termination, or change to a position that is not eligible for compensation time, all earned but unused compensatory time will be paid out.

On-Call Pay

The City Administrator may, at his/her discretion, institute a system of employees being on call during hours normally outside the normal work week, unless otherwise covered under a

collective bargaining agreement. Hours, responsibilities, and rate of pay for these cases shall be approved by the City Council and are incorporated into this document by reference.

Pay Change for Temporary Assignment

During the course of normal City operations, it may become necessary for an employee to perform the duties of an employee in a higher classification due to an extended absence or turnover in the position. Any person with the qualifications to temporarily fill a vacancy in a position of higher pay grade shall receive the rate of pay of the higher classification after performing such duties of the higher classification for thirty (30) consecutive workdays. Refer to Collective Bargaining Agreement (CBA) for details on this process for union employees.

In no event shall the employee receive less than the employee's current role's normal hourly wage. This is subject to the approval of the City Administrator and City Council. However, unless a permanent change of classification is made for the employee performing the duties, they shall return to the original rate of pay at the end of the temporary assignment. A temporary assignment may last no longer than 120 working days.

Pay and Performance

The purpose of the City's compensation and performance evaluation systems is to support the recruitment, motivation, success, and retention of qualified and productive employees and to encourage and reward activities that promote the City. To that end, the City looks to recruit and retain individuals who are customer-oriented, demonstrate initiative, are team players, and accept responsibility, authority, and accountability for work performance. The City will offer appropriate developmental opportunities and recognize performance with incentives for employee success, retention, and professional development. The City will administer this in an open, fair, and equitable fashion.

Job Performance. Communication between employees and Supervisors is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their Supervisor if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted at the six-month mark for new employees and annually for all others. These reviews include a written performance appraisal and a discussion between the employee and the Supervisor about job performance and expectations for the coming year.

Pay Increases. A performance evaluation does not always guarantee either an increase in compensation or continuing employment. Wages increases will be determined by the City Administrator typically at the six-month review and thereafter annually. Decisions may be based on a number of factors, including but not limited to performance, attendance, and cost of living adjustments. Union employees will follow the collective bargaining agreement in place for pay increases. Refer to the City's Pay for Performance procedures for additional details including calculations and rating scales.

- **Annual Wage Adjustment (AWA).** A non-union employee may receive an Annual Wage Adjustment (AWA). The adjustment may be based on a number of factors, including but not limited to the annual performance evaluation, progress made towards an individual's identified goal(s) for professional growth and positive interactions with City stakeholders. This increase will be made to the employees' base wage.
- **Annual Pay Changes Schedule:**
 - First Pay Period in July - All approved AWA pay increases are effective.

Pay Ranges. Pay ranges will be established annually for approval by the City Council. Pay ranges are determined for each job after periodic review of salary surveys. The salary range/structure shall be designed to reflect the levels of responsibility for the various jobs within the City of Windsor Heights. Compensation adjustments may be recommended based on salary survey findings and the City's financial condition. If appropriate, compensation for some positions may be frozen if they are at or above maximum, until such time as the market range reaches equity with the City's pay.

Longevity Pay

The City offers regular full-time employees longevity pay as a way to recognize and appreciate their long-term commitment and the work they do on behalf of the City. When an eligible employee has completed 5 years of employment with the City, they will receive \$6.00 on each paycheck. They will then receive an additional \$6.00 per paycheck in each successive year. It is the employee's responsibility to inform their supervisor of an impending anniversary date so longevity can be added or increased.

Cell Phone Reimbursement/Stipend

The City may provide a City-issued cell phone or a monthly reimbursement stipend for select positions as identified by the City Administrator requiring non-compensatory business use of their own personal cell phone. In addition, the City Administrator may authorize a reimbursement stipend for additional positions as deemed necessary that will be in an amount not to exceed \$80.00 per month depending on the amount of City business use reasonable for that position. In no case will a reimbursement stipend exceed the employee's actual cost of maintaining the line.

City Vehicle Policy

At no time shall an employee use a City-owned vehicle, facility, or equipment for personal use. The City recognizes that certain employees need the regular use of a vehicle to fulfill their job duties and responsibilities. The City Administrator, or designee, assigns the use and responsibility of a vehicle to some employees where their job duties and responsibilities make a vehicle necessary.

- Prior permission shall be received from the City Administrator before a City-owned vehicle is used for meetings out of town that would require an overnight stay. Employees, with Department Head approval, may take City-owned vehicles home when they are on-call, or otherwise approved, however, they should not use the vehicle for personal reasons.
- Employees shall operate City vehicles in a safe, courteous, and prudent manner while performing City business including, specifically, the use of seat belts by both the driver and passengers. In addition, all employees are required to comply with all traffic regulations, laws, and ordinances when operating a City vehicle or personal vehicle for City business. This includes the law prohibiting texting while driving. At no time should employees jeopardize the safety of themselves, other City employees, or the public when operating motor vehicles.
- Vehicles are to be serviced by the manufacturer's specifications at recommended intervals.
- Vehicles are to be kept neat, clean, and in a good state of repair. Repairs are to be made promptly.
- Per the Iowa Smoke Free Air Act, it is prohibited to smoke in any City-owned vehicle. Violation of this policy may result in corrective action including termination. Employees are responsible for operating City vehicles in compliance with all laws. The employee will pay all fines, moving or parking violations, imposed as a result of violations driving a City-owned vehicle.
- Employees must maintain a valid driver's license and the City may request a copy of your driving record from the state at any time.
- It is strictly prohibited to operate a City vehicle while under the influence of alcohol or drugs.
- City vehicles are covered by liability, comprehensive, and collision insurance. All accidents, no matter how minor, must be reported to the appropriate law enforcement agency immediately.

According to the Internal Revenue Code, Section 274, employees are subject to be taxed for vehicle use if not for City benefit. This would include vehicles used to commute to and from work, drive home, break time, and lunch hours. Not subject to the fringe benefits tax would be police, fire, ambulance, and utility "trucks," or vehicles driven home for the benefit of the City, such as the Public Works Department due to specialized equipment in vehicles. Employees who are on-call for a shift can exempt the days that they were actually called out and that they reported directly to the job site to fulfill the essential portions of their supervisory jobs. Normal workdays without callouts are not to be exempted.

Travel and Expenses

The City of Windsor Heights has prepared this policy to establish a consistent basis for the actions of City personnel with regards to City-paid travel, training, and meal expenditures and to provide broad guidelines for the reimbursement of such expenditures. It is the policy of the City

to reimburse employees for all necessary and reasonable expenses incurred while on authorized City business.

Travel Approval

- Any travel outside of a 50-mile radius will need prior approval from the Department Head.
- Out-of-state travel requires the approval of the appropriate Department Head and the City Administrator.
- Out-of-state travel involving overnight accommodations will require prior approval from the City Administrator.

Travel Arrangements

- Transportation should be the most reasonable and economical method of travel considering distance, travel time, number of persons making the trip, duration of stay, other commitments, and other factors as may be appropriate. The least expensive mode of travel is the amount for which an individual will be reimbursed.

Travel Expense Reimbursement

- Reimbursement will be made only upon successful completion (including authorized approval signatures and all attached receipts) of a travel expense report. All requests for reimbursement must be made within 30 days of the completion of the trip. Expenses that do not have an associated receipt will not be reimbursed.
- Lodging expenses shall not exceed \$175 per day unless specifically authorized by the City Administrator.
- Expenses for meals shall not exceed an average of the GSA's Meals & Incidental rates for the primary travel location unless specifically authorized by the City Administrator.
- In the case of a one-day conference where the employee attends the conference during the day in their hometown and can eat breakfast and dinner before and after the conference, the City will only reimburse for the lunch meal at the above-specified rate.
- Mileage reimbursement shall be based on the current IRS rate in effect when using a privately-owned automobile.
- Expenditures for alcoholic beverages are not eligible for reimbursement.

Incidentals

- An employee is allowed to claim up to \$15 per day for incidental items that will typically not have a receipt available, such as taxi, valet or airport baggage handler tips, parking meter fees, etc. The \$15 incidentals is based on an honor system and should generally be expected to correspond with hotel or airport arrival and departure days.
- Fees for tolls, shuttle service, etc., where a receipt is readily available upon request, must have a receipt submitted for reimbursement. Origination and destination information should be documented on the receipts.

Residency Requirement

Residence is defined as the physical place where the employee resides along with other family members and would entitle the employee to become a registered voter at such residence and if owned by the employee, to homestead the property for real estate tax purposes.

Full-time City employees must reside within an hour response time to their primary work facility (e.g., City Hall, Public Works, etc.). The City Administrator and Department Heads must reside within 30 miles of the corporate boundary limits identified by the 30-mile residency map (see City Clerk for map) unless otherwise approved by the City Council.

Employees residing outside of the 30-mile corporate boundary limit will not be authorized to drive City-owned vehicles home on a regular basis.

Newly hired full-time employees will have 12 months from the date of hire to comply with this policy.

An employee covered by an individual employment agreement or a collective bargaining agreement with provisions that conflict with any portion of this requirement will follow the provisions of the agreement.

Non-Fraternization

To avoid instances in which the hiring process or any term or condition of employment is or may be inappropriately influenced by relationships, it shall be a violation of policy for a City employee in a position of authority to (i) date or engage in a romantic relationship with any employee over whom they have direct authority or supervision; or (ii) employ a relative in a position over which they have direct authority or supervision. Relatives may be hired by the City if:

- the persons concerned will not work in a direct supervisory relationship; and
- employment will not pose difficulties for supervision, security, safety, or morale.

For the purposes of this policy, “relatives” are spouse, domestic partner, child, parent, siblings, step relatives, father-in-law, mother-in-law, daughter-in-law, son-in-law, uncle, aunt, nephew, niece, cousin, grandchild, grandparent, and domestic partner relatives. A “domestic partnership” is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the City provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. Supervisors who fail to report their involvement in a romantic relationship with a subordinate employee may be subject to corrective action up to and including termination. If employees who marry or live together do work in a direct supervisory relationship with each other, the City will attempt to reassign one of the employees to another position for which they are qualified if such a position is available.

In addition, the City reserves the right where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, to separate parties by reassignment or terminate employment.

Separation from Employment

Voluntary Resignation. Employees are encouraged to provide adequate notice to the City Administrator, preferably in writing, to facilitate a smooth transition out of the organization. Supervisors, Department Heads, and administrative personnel are requested to provide notice at least 15 working days prior to the last day of work; all other employees are requested to provide notice at least 10 working days prior to the last day of work.

If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

Upon voluntary termination of employment:

- The separating employee must return all City property at the time of separation, including and not limited to, cell phones, keys, laptops, cameras, computer equipment and identification cards.
- Accrued unused Paid Time Off (PTO) will be paid out.
- If an employee has accumulated compensatory time that is unused, it will be paid out.
- The notice period must be actual working days; paid time off will not be counted toward the notice period.

Retirement. Employees are expected to give a minimum of 20 days' notice or as much notice as possible to their direct supervisor of their intent to retire. Such notice shall be in writing.

Application for retirement benefits should be made directly to IPERS.

- Employees may elect at retirement to be paid for unused leave balances as follows:
 - Paid in one lump sum with applicable federal, state, and local taxes withheld; or
 - Receive the balance of the payments in 40-hour weekly increments (as if it were a standard payroll) with all the applicable federal, state, and local taxes withheld.

Involuntary Separations. Employees of the City of Windsor Heights are employed on an at-will basis, and the City retains the right to terminate an employee for any reason and at any time, with or without notice except as otherwise provided by law or by the terms of a collective bargaining agreement.

Reduction in Force. Employees may be laid off due to the elimination of a position, budget requirements or to meet other organizational needs. In the event of a reduction in force, the City will attempt to provide as much notice as practicable. Employees recalled after being laid off shall be notified at least 10 days in advance.

Access to Personnel Files

Employee files are maintained by the City Clerk's office and are considered confidential. Supervisors may only have access to personnel file information on a need-to-know basis. Upon

request, personnel file access by current employees will generally be permitted within three days of the request unless otherwise required under state law. Personnel files can be requested from the City Clerk; files may not be taken outside the department. Employees may request a copy of any items in their personnel file and may be charged a fee for copies made. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Public Record Notice

Pursuant to Iowa Code section 22.15, the City must notify employees that should they be demoted, discharged, or resign in lieu of being discharged, the fact of the demotion, discharge, or resignation will be public record. In addition, any documentation showing the reasons or rationale for the disciplinary action will be public records and disclosed should any member of the public request the records.

Notification of Convictions and Other Governmental Action

Employees are expected to perform their assigned jobs, respect, and follow City policies, and obey the law. In the event that employees receive notice of the disposition of any criminal charges pending against them (including, but not limited to, a conviction, a guilty plea, or a plea of nolo contendere (no contest)) or receive notice of any charges relating to operating a motor vehicle while intoxicated (for positions with driving requirements), they must notify their Department Head and the City Administrator.

Notification to the Department Head and City Administrator must occur within five business days of notification to the employee. Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate City vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Other employees need not report such traffic tickets.

Employees who have any contact with minor children must notify their Department Head and the City Administrator of any child abuse complaints filed against them. Employees must notify the Department Head and City Administrator regarding the findings of any complaint against them alleging child abuse. The Department Head and City Administrator must be notified of any complaints and findings within five business days of notification to the employee.

Information relating to arrests, criminal charges, and child abuse complaints will be treated as confidential and maintained in a confidential file. Employees who do not notify the City as required by this policy may be subject to corrective action up to and including termination.

Employment Verification

All employment verification requests, reference requests for current or former employees, or any other requests are to be referred to Human Resources. Requests for employment verification for credit or mortgage purposes will only be provided if the employee has signed a release.

Workplace Safety

Drug-Free and Alcohol-Free Workplace

It is the policy of the City to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the City.

The unlawful use, possession, purchase, sale, manufacture, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs or alcohol while on City premises or while performing services for the City is strictly prohibited. The City also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, the City prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the City's reputation in the community.

If an employee feels they may have an alcohol and/or drug problem they are encouraged to contact the employee assistance program (EAP) for confidential assistance. Additionally, employees can contact the Substance Abuse and Mental Health Administration Services (SAMHSA) National Helpline at 800-662-HELP[4357] or visit the online treatment locator at www.samhsa.gov/treatment. Employees seeking assistance for substance abuse issues are expected to meet the same standards of performance, productivity and conduct that are expected of all employees, including the prohibition against alcohol or drug use while working.

Drug and Alcohol Testing Policy & Procedures

In compliance with the Drug-Free Workplace Act of 1988, the City has a longstanding commitment to providing a safe, quality-oriented, and productive work environment consistent with the standards of the community in which the City operates. Alcohol and drug abuse pose a threat to the health and safety of City employees and to the security of the City's equipment and facilities. For these reasons, the City is committed to the elimination of drug and alcohol use and abuse in the workplace.

For purposes of this policy, "the workplace" includes any City facility, City premises, City vehicle, and private vehicle while on City business. The policy provides that the unlawful manufacture, distribution, dispensing, possession or use of an illegal drug or controlled substance in the workplace is strictly prohibited. Violations of this policy may result in corrective action, up to and including termination of employment, and may have legal consequences. Employees who perform work duties covered by the DOT (Department of Transportation) and FMCSA (Federal Motor Carrier Safety Administration) regulations are also subject to DOT Drug and Alcohol regulations.

Definitions

- A. Abuse of alcohol or a legal drug - Any use of alcohol or a legal drug which impairs an individual's faculties (other than use of a legal drug for appropriate purposes in accordance with applicable medical directions). In addition, the taking of a prescription drug that was prescribed for another shall be considered "abuse" of a legal drug.

- B. Accident - An incident that happens while on the job involving an employee or City equipment or vehicle, unexpectedly and or unintentionally, typically resulting in damage or injury.
- C. Alcohol - Ethanol, isopropanol, or methanol.
- D. CDL/DOT driver - An employee that holds a valid commercial driver's license (CDL) and has been authorized to drive City vehicles that require a CDL. An employee may hold a valid CDL but not be a designated CDL Driver for the City. CDL drivers are subject to Department of Transportation (DOT) Regulations regarding Controlled Substances and Alcohol Use and Testing.
- E. Collection facility - A certified collection site such as an occupational health center, a hospital or otherwise identified clinic or facility to which a prospective or current employee may be sent for a drug test or alcohol test.
- F. Controlled substance - Any drug or substance defined as a controlled substance and included in schedule I, II, III, IV, or V under the federal Controlled Substances Act, 21 U.S.C. §801 et seq.
 - a. Said substances include, but are not necessarily limited to, cocaine, phencyclidine (PCP), opiates, amphetamines, and marijuana/cannabis.
- G. Drug test - Any breath, blood, urine, saliva, chemical or skin tissue test conducted for the purpose of detecting the presence of a chemical substance in an individual.
- H. Illegal drug - Any drug which is declared illegal by law, or which has not been legally obtained, or which cannot be legally obtained.
 This section also applies to prescribed drugs that are not being used as prescribed. Prescribed drugs must be in their original container, which contains the name of the medical provider, and the drug prescribed. This section also includes look-a-likes or any mind-altering substance that impair motor functions, senses, or responses, or otherwise modify the employee's behavior during the scope of employment.
- I. Legal drug - A drug for which there is a valid prescription or over-the-counter drug for the employee which has been obtained legally and is being used for the purpose prescribed or manufactured.
- J. Medical Review Officer - An individual, qualified by the State Board of Health, who is responsible for receiving results from a testing facility which have been generated by an employer's drug or alcohol test program, and who has knowledge and training to interpret and evaluate an individual's test results together with the individual's medical history and other relevant information.
- K. Prospective employee - A person who has made an application, whether written or oral, to our City to become an employee and has been formally offered a position which is contingent upon a negative test result.
- L. Random - An unannounced drug or alcohol test conducted on a periodic basis without advance notice to employees. Selections for testing from each job pool are conducted by a neutral and objective entity and are made by computer-based random number generation. All employees in a job pool have an equal chance of being selected for each unannounced test.
- M. Reasonable suspicion - Means facts and circumstances known to the observer that would logically lead a prudent person to believe an offense may have been committed.
- N. Refuse to cooperate - To obstruct the collection or testing process; to submit an altered, adulterated or substituted sample; to fail to show up for a scheduled test; to refuse to

complete the requested drug testing forms; or to fail to promptly provide specimens for testing when directed to do so, without a valid medical basis for the failure.

- O. Sample - A sample from the human body capable of revealing the presence of alcohol or drugs, or other metabolites, such as breath, urine, saliva, skin, or hair.
- P. Safety Sensitive Employee - Is an individual who performs a duty related to the safe operation of City equipment. Safety Sensitive duties include the following:
 - a. operation of a service department vehicle;
 - b. operation of any vehicle when such operation requires the operator to have a Commercial Driver's License; and
 - c. personnel who are assigned to carry firearms as part of their job.
- Q. Under the influence of alcohol - An alcohol concentration equal to or greater than .02 BAC, or actions, appearance, speech, or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
- R. Under the influence of drugs - A confirmed positive test result showing illegal drug use or with an alcohol concentration equal to or greater than .02 BAC or admission by the employee of illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).
- S. Workplace - Any location where employees perform work for the City including job sites, City property or premises (including all buildings, offices, facilities, grounds, parking lots, lockers), City vehicles, and personal vehicles being used on City business.

For purposes of this policy, samples will be urine, saliva, blood, and breath.

Definitions are listed as per Iowa Law and will be used as such unless otherwise indicated.

Legal Drugs

Prescription Drugs - An employee may bring to work and take a prescription drug during work hours only if the drug has been prescribed for the employee by a physician or other authorized prescriber and only if the drug is taken in accordance with the prescriber's directions. The City of Windsor Heights will not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively. Employees taking prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

Over-the-Counter Drugs - An employee may bring to work and take an over-the-counter drug during work hours only if the drug is used for its intended purposes and in accordance with package directions and any supplemental directions of the employee's physician.

Notification - An employee must notify their immediate Supervisor whenever they are using a prescription or over-the-counter drug which potentially may affect safety or work-performance. In making this determination, the employee should rely on the warnings or cautions that are received with a particular lawful drug. The City does not seek information on all drugs that an individual may be taking, but only those where there is an indication that the drug may affect performance, or there is a caution that one should not engage in certain activities which are part of the employee's job duties while taking the drug. The City of Windsor Heights reserves the

right to take appropriate action (including relieving the employee from work) if the use of the drug is impairing the employee's faculties or work performance.

Abuse - Abuse of legal drugs will not be tolerated and will be dealt with in the same manner as the use of a controlled substance.

Drug-Free Workplace Act of 1988 Notification

Employees shall notify their Supervisor of the employee's conviction under any criminal drug statute for a violation occurring in the workplace, as defined above, no later than 5 days after such conviction. If an employee is convicted of a violation of a criminal drug statute for a violation occurring in the workplace, the City will take appropriate corrective action against the employee, up to and including termination or the City will require the employee to successfully participate in an approved drug abuse assistance or rehabilitation program. If the City requires the employee to successfully participate in an approved drug abuse assistance or rehabilitation program and the employee fails to do so, the City will take appropriate corrective action against the employee, up to and including termination.

Alcohol or Drug Possession, Transfer or Use, Other Than Use Detected by a Drug or Alcohol Test

An employee bringing or attempting to bring onto the City's premises or property, or to a City worksite, having possession of, using, consuming, selling, transferring, or attempting to sell or transfer, any alcoholic beverage or any prescription drug or any form of controlled substance, or any "look alike" substance, while on or off City business, on City premises, while operating City vehicles or other equipment without authorization, or in an official capacity, is guilty of gross misconduct and is subject to corrective action including discharge or suspension without pay, even for the first offense.

Impairment During Work Hours

It is the City's intent that an employee whose faculties appear to be impaired during work hours will not be allowed to work, regardless of the cause.

An employee whose faculties are impaired during work hours due to the effects of the use of alcohol and/or illegal use of a controlled substance (including the abuse of a legal drug) is subject to corrective action up to and including termination.

Alcohol and/or Drug Testing

The City reserves the right to conduct alcohol and/or drug testing under any of the following circumstances:

- Where there is evidence that an employee may be impaired on the job due to the use of illegal drugs, controlled substances and/or alcohol;
- Where there is evidence that an employee has violated some provisions of this policy;
- Where the employee has suffered a work-related injury which was due to intoxication, as provided by Iowa Code Section 85.16;
- Where the employee has caused an accident at work that resulted in an injury to a person for which a report could be required under Iowa Code Chapter 88 if the person were an employee;

- Where the employee has caused an accident at work that resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed \$1,000.00.

Work Rules

Whenever employees are working, are operating any City vehicle, are present on City premises, or are conducting City-related work offsite, they are prohibited from:

- Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (including possession of drug paraphernalia) unless in the performance of official duties.
- Being under the influence of alcohol or an illegal drug as defined in this policy.
- Possessing or consuming alcohol, unless at an official, approved function where alcohol is legally served.

The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing City business or while in a City facility, is prohibited.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Pre-employment Testing

All prospective employees will be required to complete a drug test after they have been extended a conditional offer of employment by the City of Windsor Heights. The following is a list of drugs for which testing will be conducted during pre-employment exams:

- Barbituates;
- Proproxphene;
- Methadone;
- Methaqualone;
- Cocaine;
- Opiates (including morphine and codeine);
- Phencyclidine;
- Amphetamines (including methamphetamines);
- Benzodiazepines

A prospective employee for a safety-sensitive position (as defined above) will also be screened for marijuana/cannabis.

Prospective employees who refuse to take the required drug test who fail to cooperate in any aspect of the testing procedure, or who test positive for any of the designated drugs, will be ineligible for City employment and will be removed from all recruitments and/or eligibility lists.

Notice of the testing will be part of any notice or advertisement soliciting applicants for employment and as part of the employment application.

Reasonable Suspicion/Cause

A specific active employee may be required to submit to a drug or alcohol test if the City has evidence that the employee is using or has used alcohol or drugs in violation of the City's policy.

This evidence must be drawn from specific objective and articulable facts and reasonable conclusions drawn from those facts. Examples that might support such are:

- Observations made at work, such as direct observation of alcohol or drug use or the physical symptoms of being impaired by alcohol or drug use;
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- The employee is in a position where such impairment presents a danger to the safety of the employee, another employee, a member of the public, or the property of the City, or when impairment, due to the effects of alcohol/drugs, is a violation of a known work rule of the City;
- Evidence that an individual has tampered with any alcohol or drug test during the individual's employment with the current employer;
- Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Iowa Code Chapter 88, or resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed one thousand dollars (\$1,000).

Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working, or while on the employer's premises or while operating the employer's vehicle, machinery or equipment may be cause for termination. Refusing to cooperate to submit a required test will result in termination.

In instances where reasonable suspicion occurs, the following procedures will be followed:

- 1) Employees suspected of being under the influence of drugs or alcohol shall be transported to a designated laboratory for the purpose of drug or alcohol testing. Alcohol testing may be performed at a City facility using evidential breath testing devices (EBTs) by a certified breath alcohol technician (BAT). At the time the sample is collected, an employee may provide any information which may be relevant to the drug test. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information.
- 2) Probable cause incidents will be documented by a supervisor that will include any witnesses.
- 3) The City may perform drug or alcohol testing on employees involved in vehicular accidents if probable cause is established and in all serious injury accidents.
- 4) In the event an employee is relieved of duties under this section, then a "return to duty test" may be required by the employer prior to the employee's return to work.

The following is a list of drugs for which testing will be conducted under reasonable suspicion/cause circumstances:

Marijuana/cannabis
Barbituates;
Proproxphene;
Methadone;

Methaqualone;
Cocaine;
Opiates (including morphine and codeine);
Phencyclidine;
Amphetamines (including methamphetamines);
Benzodiazepines

Pre-Result Suspension

Prior to the City receiving the results of the employee's drug test, employment with the City will be suspended without pay, pending the outcome of the test. If the result of the test does not violate the terms of this written policy, the employee will be reinstated, with back pay.

Return to Duty Testing

An employee who has a positive drug test result will be required to take a return to duty drug test. Before a return-to-duty test is performed, the employee must be evaluated by a Substance Abuse Professional (SAP) to determine whether the employee has followed the recommendations for action by the SAP, including participation in any rehabilitation program. The employee must have a verified negative drug test result to return to their job. If a drug test result is cancelled, the City shall require the employee to submit to and pass another drug test. A positive test result will be cause for termination from the City.

The following policies pertain to employees working in positions that require a Commercial Driver's License (CDL):

Post-Accident and Random Testing

Employees who use a commercial motor vehicle and who are required to have a Commercial Driver's License (CDL) are subject to testing under the following circumstances:

- Prior to employment
- Reasonable Suspicion/Cause
- Unannounced random basis
- After an accident occurs
- Prior to returning to duty after failing a drug or alcohol test
- On a follow-up basis after failing a drug or alcohol test

The City conducts random drug and alcohol testing of all CDL Drivers as required by the Department of Transportation. All random, unannounced selections are made by a random generator computer program that complies with federal requirements. Selections are made at various, unannounced times throughout the year to ensure the City tests 50% of drivers for drugs and 10% of drivers for alcohol. The number of safety sensitive employees can be altered by the City joining a consortium. The total number of tests will remain at 50% for drug testing and 10% for alcohol testing. All DOT regulated employees have an equal chance of being selected. To assure confidentiality, the City will contract the random selection process with an outside firm who will work with the covered employees.

Upon notification that an employee has been selected for testing, the third party vendor will notify the employee's Supervisor and the collection site. The employee will be instructed to go to the collection site and must be prepared to provide their Commercial Driver's License.

The City of Windsor Heights recognizes that the use or abuse of alcohol or controlled substance(s) by drivers of commercial vehicles presents a serious threat to safety and health of the drivers, other City employees, and the general public. It is the policy of the City that all drivers are free of drugs and alcohol while on duty and as otherwise required by the Omnibus Transportation Employee Testing Act (OTETA) of 1991.

In order to comply with this law, the City of Windsor Heights has established a drug and alcohol testing program designed to discourage drug and alcohol abuse and prevent traffic accidents and injuries to City employees and the public.

This policy pertains to employees required to hold a CDL and whose duties include the performance of safety-sensitive functions in connection with the operation of a commercial vehicle. Safety-sensitive functions include the following:

- Waiting to be dispatched or remaining in readiness to operate a vehicle. For employees who are required to have a CDL, this generally means all hours of work;
- Operating a commercial vehicle;
- Performing maintenance or loading or unloading a commercial vehicle.

Covered employees will not engage in the following conduct:

- Be on standby, report for duty, or remain on duty, requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 BAC or greater unless otherwise reasonably doing so as authorized as part of undercover work;
- Be on duty or operate a commercial motor vehicle while possessing alcohol;
- Use alcohol while performing safety-sensitive functions;
- Perform safety-sensitive functions within four hours after using alcohol;
- Use alcohol for eight hours following an accident or until undergoing a post-accident test;
- Refuse to submit an alcohol or drug test;
- Be on standby for duty, report for duty, remain on duty, or perform safety sensitive functions if tested positive for drugs.

All covered employees may use prescription drugs only if the doctor has advised the employee that the drug will not adversely affect the driver's ability to safely operate a vehicle. Employees using prescription drugs must carry such drugs in their original containers, which must be labeled with the name of the doctor and the drug prescribed.

The following policies pertain to all employees.

Testing Costs and Procedures

Drug testing will be conducted through the collection of a urine specimen in accordance with controlled procedures established by Federal Guidelines.

Breath alcohol testing will be performed by a trained professional at the designated collection site using certified equipment. However, if circumstances such as the time of day prevent access to the prescribed collection point, a certified breath alcohol technician (BAT) may administer the test using evidential breath testing devices (EBTs). In such cases, two breath samples will be taken, with a minimum interval of 15 minutes between tests.

City employees will be offered the opportunity to review and sign a consent form prior to any drug testing being done. Should the employee refuse to sign a consent form for testing, it shall be considered the same as a positive test and all restrictions stated in the federal law of this policy statement shall apply.

The City shall pay the costs associated with the initial and confirmatory drug and alcohol testing. Testing of employees shall normally occur during, or immediately before or after, a regular work period. The time required for such testing, including travel time, will be deemed work time for the purposes of the Fair Labor Standards Act and for calculating compensation and benefits.

A sample will be taken from the prospective or current employee for the drug and/or alcohol test at an established collection facility. The collection of samples shall be performed under sanitary conditions and with regard to the privacy of the individual from whom the sample is obtained and, in a manner, reasonably calculated to preclude contamination or substitution of the sample.

Sample collection for testing of current employees shall be performed so that the sample is split into two components at the time of the collection. The second portion of the sample shall be sufficient quantity to permit a second, independent confirmatory test. Both portions of the sample shall be forwarded to the laboratory conducting the initial confirmatory testing. The laboratory shall store the second portion of any sample until receipt of a confirmed negative test results or for a period of at least 45 calendar days following the completion of the initial confirmatory testing, if the first portion yielded a confirmed positive test result. Alcohol testing done via EBTs will not provide for a split sample at the time the sample is collected and it will not be reviewed by the Medical Review Officer.

An employee or prospective employee shall be given an opportunity to provide any information which may be considered relevant to the test, including identification of prescription or nonprescription drugs currently or recently used, or other relevant medical information. A Medical Review Officer shall review and interpret any confirmed positive test results and offer the employee or prospective employee a chance to share any potentially relevant, medically valid information, prior to the results being reported to the City.

In conducting those tests designed to identify the presence of chemical substances in the body, the City shall ensure, to the extent feasible, that the tests only measure, and that the records of the tests only show, or make use of information regarding chemical substances in the body which are likely to affect the ability of the employee to perform their duties safely while on the job.

Prospective and current employees shall be notified in writing by certified mail, return receipt requested, of confirmed positive test results, the name and address of the Medical Review Officer who made the report, and of the individual's right to request records and a confirmatory test. Current employees may request and obtain a confirmatory test of the second sample collected at an approved laboratory of the employee's choice if the request is made in person or by certified mail to the City Administrator within seven days of the date of the certified letter and the employee pays for the fees associated with the second test within that time frame. If the results of the second test do not confirm the results of the initial confirmatory test, the employer shall reimburse the individual for the fee paid for the second test and the results from the initial confirmatory test shall not be considered a confirmed positive drug or alcohol test for purposes of taking corrective action.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim, or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

The City of Windsor Heights reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband; affected employees may have union representation involved in this process. All employees and contract employees may be asked to cooperate in inspections of their work areas and personal property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate corrective action, up to and including termination.

Education and Training

Policies and guidelines will be distributed by the City to each covered employee and provided to a representative of any employee labor organization. Employees will be provided with informative training regarding the effects of alcohol and drug use, company policy, and procedures for identifying alcohol or drug problems in others. Employees who have questions about the City's drug and alcohol testing program should contact the City Administrator.

Supervisors designated to make reasonable suspicion determinations for drug or alcohol testing under this policy shall attend a minimum of two hours of initial training and attend on an annual basis thereafter, a minimum of one hour of subsequent training. The training shall include, but not be limited to, information concerning the recognition of evidence of employee alcohol and other drug abuse, the documentation and corroboration of employee alcohol and other drug abuse, and the referral of employees who abuse alcohol or other drugs to the EAP.

Disciplinary Procedures

Upon a violation of this policy, disciplinary action may be taken including the following:

- (1) Enrollment in an employer-provided or approved rehabilitation, treatment, or counseling program, which may include additional drug or alcohol testing, participation in and successful completion of which is a condition of continued employment. Rehabilitation is only provided if the employee has been employed by the City for at least twelve of the preceding eighteen months, if it is agreed upon by the employee, and if the employee has not previously violated this policy.
- (2) Suspension of the employee, with or without pay, for a designated period of time.
- (3) Termination of employment.

- (4) Other adverse employment action in conformance with the employer's written policy and procedures, including any relevant collective bargaining agreement provisions.

Following a drug or alcohol test, but prior to receipt of the final results of the drug or alcohol test, the employee may be suspended, with or without pay, pending the outcome of the test.

Smoke-Free & Tobacco-Free Workplace

Smoking is not allowed inside or outside of any public buildings or on any public grounds including, but not limited to work areas, vehicles, or motorized equipment. "Smoking" includes the use of tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Workplace Violence Prevention

The City is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at City-sponsored functions.

All City employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their Supervisor, Department Head, or the City Administrator. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the City, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in corrective action up to and including termination.

The City prohibits the possession of weapons on its property at all times, including City-owned parking lots or City-owned vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other work-related tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense. This section shall not apply to City employees who are authorized to use approved weapons in the performance of their job responsibilities (e.g. police), or for those who are authorized to use hazardous tools or devices as bona fide portions of their job (e.g. machete for clearing brush, small knives to cut rope or piping, etc.).

The City may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all City property and other items that are in violation of City rules and policies.

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running our organization. All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

The prevention of occupational injuries and illnesses must therefore always be given serious priority. Safety is the shared responsibility of management, supervisors, and employees. Commitment and cooperation among all staff will create a work environment that protects the well-being of individuals and the City.

Injuries arising out of and in the course of employment with the City will be administered in accordance with safety best practices and any related compensation and/or benefit from the work-related injury or illness will be administered in accordance with applicable state of Iowa workers' compensation laws (Chapter 85 or 411).

Employees can serve as a good role model to co-workers for work practices and behaviors by:

- Following established safety policies and procedures.
- Complying with applicable laws and policies that pertain to health and safe work practices.
- Maintaining their personal work area in a clean and orderly manner.
- Wearing, maintaining, and properly storing personal protective equipment.
- Using safe work practices to eliminate slips, trips, and falls.
- Lifting safely and helping others do the same.
- Knowing evacuation procedures and the location of weather refuge locations.
- Completing all safety training assigned.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

Employee Safety/On the Job Injury Policy

The procedures contained herein are intended to ensure that all employees of the City of Windsor Heights are familiar with the expectations and processes required following a serious illness or injury in the workplace in order to protect employees and mitigate the risk of future occurrences.

Policy Statement

This policy describes the basic responsibilities of all employees of the City. Additionally, a step-by-step process is included to ensure all employees get the care they need and to collect the

information necessary to thoroughly understand how the injury occurred. Workplace safety stems from personal accountability and the information provided in this policy will help to promote a safety-conscious atmosphere which is pertinent to improving the safety of City employees.

Safety Responsibilities

A. Department Head Safety Responsibilities

Department Heads are responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, management must rely on and assure that all supervisors are trained and aware of their safety responsibilities. Other safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program.
3. Set goals concerning safety performance within your department.
4. Review losses for potential trends on a regular basis.
5. Enforce all safety rules.
6. Participate in facility and work site audits.
7. Participate in and support all accident investigation activities.
8. Review accident reports and recommend corrective actions.

B. Supervisors' Safety Responsibilities

Important safety considerations and supervisory responsibilities include, but are not limited to:

1. Familiarity with and enforcement of the safety rules and regulations that have been established by applicable local, state and federal organizations.
2. Correcting and mitigating all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Preventing new or inexperienced employees under your supervision from working with power tools, machinery or complex equipment without proper instruction and training.
4. Providing adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
5. Ensuring tools, equipment and machinery being used in the workplace are in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.

6. Ensuring proper personal protective equipment is available and used by employees when necessary or required.
7. Setting a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
8. Consistently enforcing the requirements of the safety program and any associated rules or policies.
9. Ensuring that all employees have access to a copy of the safety program.
10. Encouraging safety suggestions from employees under your supervision.
11. Obtaining prompt first aid for injured employees.
12. Participating in accident or incident investigations involving your employees.
13. Conducting audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions, and encourage safe work practices.

C. Employees' Safety Responsibilities

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

1. Know your job, follow instructions, and think before you act.
2. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situation or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with the Safety Program.
9. Never operate equipment that you are unfamiliar with or not trained to use. Also, do not use equipment that is defective or in need of repairs, report deficiencies to your supervisor.

10. Report all accidents/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action.

Process

In the event of a serious illness while at work or a work-related injury, the following process must be followed.

- A. In accord with section C of this policy, the affected employee shall immediately report any work-related illness or injury to their supervisor as early as practical provided they are not incapacitated nor in doing so would interfere with proper and immediate necessary care.
- B. The informed supervisor shall ensure that injured employee immediately receives the appropriate level of medical care. Any injury may be treated by the supervisor or other available personnel in accordance with their individual abilities and the severity of the injury.
 1. 911 must be called if the employee experiences any of the following:
 - a. Severe chest pains
 - b. Traumatic injuries (head injury or severe cuts)
 - c. Loss of consciousness or severe dizziness
 2. Any non-life threatening injuries must be evaluated at the City's designated clinic. The supervisor will determine the method of travel, e.g. ambulance, co-worker transport, or for minor injuries self-transport may be appropriate.
- C. Once emergency aid is rendered, notify supervisor.
- D. Supervisors must secure the site of the injury in order to limit access and to prevent further injuries.
 1. Lockout/Tagout any equipment related to the injury.
- E. Employees must complete an IMWCA Employee Injury or Illness Notification within 24 hours of the injury. This form may be completed with the assistance of a supervisor or solely by a supervisor if the employee is incapable of completing the form on their own. It is also acceptable to provide a verbal report to the City's Work Comp liaison who will contact the appropriate information to IMWCA.
- F. Employees must report any work-related injury to COMPANY NURSE by calling 1-888-770-0928 and use group code: IMWCA. Employees that fail to report injuries to COMPANY NURSE within 24 hours may be subject to disciplinary action.

- G. Supervisors must complete an investigative report within three days of the injury, with information consistent with that requested from the IMWCA Employer Investigation Report form.
- H. Supervisors must follow the post-accident drug and alcohol testing procedures as outlined in the Drug and Alcohol Testing Procedures section of this employee handbook.

Authorized Care Providers

- A. Non-life Threatening Injuries:

Iowa Methodist Occupational Health and Wellness

Lakeview Medical Park Campus – 6000 University Avenue

Iowa Methodist Medical Center ER 1200 Pleasant St. Des Moines (Emergency)

1111 6th Ave Des Moines. (Emergency)

- B. Life Threatening Injuries or serious injuries after business hours:

Nearest Emergency Room

Post Incident Procedures

It is the responsibility of managers, supervisors, and safety personnel to conduct an after action review following an injury. The purpose of this review is to disseminate any information, reports, and investigation findings to all concerned parties. At this time, it will be determined if any course of action is needed in order to put control measures in place, modify workplace procedures, or provide training to prevent additional injuries of a similar nature.

Supervisors and the injured employee should reference the Return to Work/Light Duty Program outlined within this employee handbook.

Emergency Closings

The City will always make every attempt to be open to the public. If employees choose to leave earlier than their scheduled shift end time or arrive later than their scheduled shift starting time, such as due to inclement weather, they will be paid only for actual hours worked, and they must take available paid time off for the remainder of their scheduled shift. If an employee leaves early or arrives late due to emergencies or inclement weather, they are to notify their supervisor in advance.

If the office is officially closed during the course of the day to permit employees to leave early, non-exempt employees who are working on-site as of the time of the closing will be paid for a full day. If an employee leaves earlier than the official closing time, they will be paid only for

actual hours worked, or they can take available paid time off. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

Refer to the Collective Bargaining Agreement (CBA) for details on emergency closings for union employees.

Workplace Guidelines

Attendance

Regular and predictable attendance is considered an essential function of all positions as every position is vital to the overall success of the City. All employees are expected to arrive on time, ready to work, every day they are scheduled to work and work their full shift.

If unable to arrive at work on time, leaving a shift early or if an employee is absent for an entire day, the employee must contact the Supervisor at least an hour in advance or as soon as possible. Supervisors will establish how notification is to occur for their team. Excessive absenteeism or tardiness may result in corrective action up to and including termination.

Flex Scheduling

Employees may, with the approval of their Department Head, participate in "flex scheduling." The Department Head will determine if flex scheduling is available within each respective department.

Remote Work

Eligible employees may, with the approval of their Department Head, work remotely up to eight hours a week. The City Administrator and Department Head will determine whether remote work is appropriate based on job requirements, staffing, security, and individual employee's remote work effectiveness. An employee's Department Head may approve remote work in excess of eight hours a week under special circumstances.

Job Abandonment

Not reporting to work or failing to call to report the absence is a no-call/no-show and a serious matter and may result in corrective action. If an employee fails to show up for work or to call in for a period of three consecutive shifts, they will be considered to have abandoned their job and voluntarily resigned.

Employee Conduct

It is the City's expectation that an employee's behavior be appropriate to the work situation, contribute to the customer-service and helping orientation and present a friendly, cooperative

work environment for coworkers. Employees are to conduct themselves and behave in a manner that leads to the efficient and effective operation of the City.

It is not possible to include an exhaustive list of all desired or prohibited employee behaviors. In the interest of providing a safe and comfortable work environment, inappropriate behavior may result in corrective action up to and including termination. The examples listed below of inappropriate conduct are not intended to be definitional, descriptive, or exhaustive:

- Theft, disobedience, or insubordination;
- Failure to perform an assigned job;
- Willful destruction, defacing or gross misuse of City property;
- Actions which result in damage to the reputation of the City or monetary costs due to error or omission of a serious nature;
- Dishonesty, including but not limited to such offenses as:
 - Falsification of information in an employment application;
 - Providing false or misleading documents or information to the City;
 - Alteration or falsification of timecards, including punching another employee's timecard;
 - Falsifying expense reimbursement reports;
- Willful performance of unsafe acts, willfully directing an employee to perform an unsafe act or willful or reckless negligence resulting in a safety hazard;
- Harassment of another employee, including use of abusive or obscene language or gestures toward another person;
- Engaging in behavior which creates discord and lack of harmony;
- Other inappropriate behavior as described in other conduct-related policies.

This is not meant to be an all-encompassing list. Other violations may be grounds for immediate discipline or discharge at the discretion of the City Administrator. An employee may be dismissed for unsatisfactory work performance whenever work habits, attitude, production, or ability to handle the duties of the position fall below the desired standards for continued employment. Each case shall be considered on its own merits with due consideration as to the nature of the offense, the cause, the background, the likelihood of repetition, and the attitude of the offender.

Dress and Appearance

It is important for all employees to project a professional image while at work by being appropriately attired. City employees are expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed. If clothing is deemed questionable, the Department Head will address it with the individual employee. Department Heads will establish standards appropriate in their respective areas, taking into account safety needs, interaction with the public and other relevant considerations to the work performed. If your supervisor feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly groomed and/or attired. Non-exempt employees will not be compensated for any work

time missed due to non-compliance with this policy. Employees who violate dress code standards may be subject to appropriate disciplinary action.

Uniform and Uniform Allowances

The City expects all employees to be dressed appropriately to provide a safe work environment. To assist employees in doing this, the City will provide uniforms and/or clothing reimbursement for those in roles that require additional clothing and gear to meet safety considerations. The City will reimburse eligible employees for items established as relevant to their particular role. The employee must submit for reimbursement within the same fiscal year that the item was bought. The amount of reimbursement will be determined by the City Administrator.

Employees covered by a Collective Bargaining Agreement should refer to their contract for information regarding uniforms and clothing reimbursement.

Items purchased with this allocation must be purchased at vendors designated by the City and for use in positions that require the designated articles of clothing. Any amounts over the maximum rate will be the responsibility of the employee at the time of purchase unless otherwise approved.

Computers, Internet, Email, and Other Resources

The City maintains computer systems, network utilities, electronic mail, digital assistance, telephone system, cell phones, wireless devices, and fax to assist in conducting business. The electronic messaging system and Internet access, like paper files and notebooks, are assets provided to City employees to assist them in performing their work efficiently. These tools, and the work they contain, are the property of the City and should be used for business purposes. Employees found to have violated this policy, or to have engaged in illegal or unethical practices, will be subject to disciplinary action, which could include termination of employment and criminal prosecution.

Privacy

Because all electronic communications and content are the property of the City, employees should not expect that communications or content are private. The City reserves the right to audit, intercept, access, retrieve, monitor, block, review, copy, delete, or disclose any communications or other content in the electronic communications systems, for any purpose, without notice to the employee and without seeking permission of the employee. The confidentiality of any message should not be assumed.

The City provides computer hardware and software systems for use by City employees in the performance of their City duties. Use of computer resources is limited to legitimate City business consistent with the work assignment. All information and communications transmitted or received by, received from, or stored in these systems are the property of the City.

Business Use. All City electronic communication systems are to be used primarily for business purposes. Any personal use of electronic communication systems is not private, is subject to this policy, and must be incidental, occasional, and kept to a minimum. Chain letters, joke chains, gambling, games, and similar activities are not allowed.

Business Form. Email and voicemail messages reflect the City image. They should be courteous, professional, and businesslike. It is expected that employee communications on the electronic communication systems will reflect favorably on the City and on the employee.

Sensitive Communications. Email, voicemail, Internet, wireless, and facsimile transmissions may not be appropriate vehicles for certain sensitive or confidential communications. Employees shall consider if it is better to discuss certain topics face-to-face to protect the City's proprietary or confidential information or sensitive personnel matters.

Open Records Laws. Notwithstanding the City's right to access communications and other content contained on its electronic communication systems, employees are expected to respect the confidentiality of content and communications sent to or received by others, subject to Open Records Laws of the State of Iowa.

Password Protection/Disclosure. Unauthorized access of any other user's messages or files is strictly prohibited. Employees are to use password protection when appropriate and not write it down somewhere where it might be read by others. Employees are to use the password-protected screen when leaving computers unattended.

Virus Protection. Files from outside can be infected by viruses. No file from an external source (email, Internet, software, document, spreadsheet, etc.) should be stored or loaded on any computer unless it is scanned for viruses. Never download or open an attachment in any message from an unknown sender.

Unacceptable Use. All use of City-provided communications systems, including email and internet use, should conform to our guidelines/policies, including but not limited to the Equal Opportunity, Harassment Prevention, Confidential Information, and Conflicts of Interest along with any applicable federal and state laws.

Electronic Mail. Email is subject to all policies regarding computer use outlined in this policy. Users should not consider electronic communications to be either private or secure. For purposes of monitoring compliance with this policy, the Supervisor, with prior approval from the City Administrator and/or legal counsel and, if applicable, the Department Head, may inspect or monitor electronic messages, provided such inspection is not in violation of state or federal law. The City reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on any network.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

Social Media

The City has strong interests and expectations as to what is communicated on behalf of the City on social media websites. The City has adopted the following guidelines for social media use:

1. An employee representing the City using social media sites must conduct themselves at all times as a representative of the City and be in accordance with City policies. For

example, employees posting on behalf of the City should utilize appropriate and professional language, attire, and profile pictures. Employees who fail to conduct themselves positively and professionally will be subject to discipline, up to and including termination.

2. Employees must be respectful and behave professionally to fellow employees, businesses, community members, and the City, when using social media sites.
3. Employees must refrain from posting material that may promote, foster, or encourage discrimination on the basis of race, age, religion, gender, marital status, national origin, sexual orientation, gender identity, or disability.
4. Employees shall not use the City's name in their online identity (e.g. username, "handle" or screen name) unless expressly authorized by the City.
5. Employees will use the City's intellectual property, logos, trademarks, or copyrights in an approved manner.
6. It is assumed that the predominate use of the internet and electronic mail will be for work use and that any personal use of these resources will be limited; never a priority over work matters. This includes social media sites. If an employee is found using these resources for an excessive amount of time for personal use, the employee would be subject to disciplinary action, up to and including termination.

Everything posted on social media sites is public information, and employees shall not expect privacy regarding information posted on these sites. The City reserves the right to restrict or remove any content that is deemed in violation of this policy.

Cell Phone Use

The purpose of this policy is to provide guidelines regarding the use of City-issued and personal cell phones by employees. The following are general guidelines for cell phone usage:

- An employee issued a cell phone for City business or any employee using a personal cell phone while operating a City-owned vehicle is required to use hands-free technology or cease motor vehicle operations during the course of the conversation. State law deems it unsafe to hold a cell phone while driving and; therefore, the City requires the use of hands-free technology. Texting while driving in Iowa is illegal per state law.
- City employees who are issued a cell phone or who receive a cell phone allowance are expected to have it with them for response on a regular basis. The City acknowledges the cell phone may be used occasionally for personal phone calls as well as City-related phone calls. The employee is expected to reimburse the City for any unapproved expenses related to the use of the City's cell phone.
- The employee shall surrender all City property including a City-issued cell phone and related cellular phone equipment upon termination or on the direction of the Department Head or City Administrator.
- There should be no expectation of privacy with regard to any use or information stored on the City-issued cell phone. The City may access information on such phone at any time and for any reason.

Corrective Action

The City expects employees to comply with the City's standards of behavior and performance and to correct any noncompliance with these standards. When an employee violates rules, regulations, standards of conduct and behavior, or acts contrary to the best interests of the City and the community, the employee may be subject to corrective action up to and including termination. Nothing herein is intended to impact the conditions of employment or the "at-will" nature of the employment relationship which allows the relationship to be ended by either party at any time for any reason.

Corrective actions may entail verbal or written warnings, performance improvement plans, suspension, or termination. The City reserves the right to exercise discretion in discipline as no two situations are identical and individual circumstances will determine the appropriate level of corrective action implemented.

The City reserves the right to take any corrective action it considered appropriate, including termination, at any time.

Conflict Resolution Procedure

The purpose of this conflict resolution procedure is to assure fair and equitable treatment for all employees not covered by a union contract, including supervisors and managers; to promote harmonious employer-employee relations; to establish a review procedure on matters for which an appeal and hearing are not specifically provided by law; to provide employees a systematic means for receiving full consideration of problems when efforts to resolve them through discussion have failed; to encourage the settlement of disagreements as near as possible to the point of origin; when necessary to provide an orderly procedure to handle the review and resolution of disagreements by successively higher supervisory levels; and to provide for the resolution of disagreements as quickly and efficiently as possible.

- Formal conflict resolution may be initiated only by the affected employee.
- The parties to the conflict may extend the time limits specified in the conflict resolution procedure by mutual agreement. Upon failure of the City to comply with the time limits set forth in the procedure, the employee may proceed to the next level of review. Failure of the employee to comply with the time limits set forth in the procedure shall constitute an abandonment of the conflict.
- The employee is assured freedom from reprisal from the City or its representatives by using the conflict resolution procedure.
- Records of conflict resolution proceedings and supporting documentation will be maintained in a confidential file.

Options for Redress of Conflicts

Informal Conflict Resolution Procedure. An employee who has a problem or complaint should first try to get it settled through discussion with their immediate supervisor. If, after this discussion, the employee does not believe the problem has been satisfactorily resolved, the employee shall have the right to proceed with the formal procedure.

Formal Conflict Resolution Procedure. If the employee is not in agreement with the decision reached by the informal procedure, a formal appeal shall be filed in writing within 10 working days after the event giving rise to the conflict, or within five working days of the discussion between the employee and their supervisor, whichever is later. In cases where the employee learns of the event after its occurrence, the 10 days shall begin with the time the employee learned, or had a reasonable opportunity to learn, of the occurrence. The following are the steps that should be followed for a formal conflict resolution.

Step 1. The appeal shall be presented in writing to the employee's immediate supervisor, who shall render a decision and comments in writing to the employee within five working days of receiving the appeal.

Step 2. If the employee does not agree with their supervisor's decision, or if no answer has been received within five working days, the employee may present the appeal in writing to the Department Head. The Department Head or a designated representative shall discuss the conflict with the employee and with other appropriate people. The Department Head shall render a decision and provide comments, if any, in writing to the employee within 10 working days of receiving the appeal.

Step 3. If the employee does not agree with the decision reached, or if no answer has been received within 10 working days, the employee may present the appeal in writing to the City Administrator. The City Administrator or designee shall discuss the conflict with the employee and with other appropriate persons. The City Administrator may designate a fact-finding committee, an officer not in the normal line of supervision, or another third-party, to advise the City Administrator concerning the appeal. The City Administrator shall render a decision in writing to the employee within 20 working days of receiving the appeal. The City Administrator's decision shall be final.

If the employee files any claim or complaint, in any form other than under this procedure, then the management shall not be required to process the same claim or set of facts through the formal procedure. All conflicts shall be submitted, if at all, only as provided above. The employee shall not submit their conflict to any elected official; however, the employee may submit their conflict to the City Attorney if the conflict involves the City Administrator or any elected official.

Environmental Responsibility

Employees shall take into consideration the impact of the environment in their official duties as City of Windsor Heights employees and reasonably seek to minimize actions unnecessarily harmful to the environment.

Purchases

All purchases on behalf of the City shall follow the Windsor Heights Purchase Policy which considers fiscally responsible purchases that reduce resource consumption and waste and promote human health and well-being.

City Vehicle Idling

In accordance with the City's Clean Energy Resolution of 2022, employees shall refer to their respective departmental policies regarding excessive vehicle idling.

Time Off and Leaves of Absence

Holidays

All regular full-time employees, excluding those covered by a Collective Bargaining Agreement (CBA), shall receive eight hours' paid holiday leave on the following days:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Workday directly before or after Christmas (as annually designated by the City Administrator)

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, it will be observed the preceding Friday.

Floating holidays. Additionally, qualifying employees receive 24 hours in "floating" holidays. Floating holidays may be used pursuant to the same policies as outlined for the use of paid time off (PTO).

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the City should speak with their Supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. With a supervisor's pre-approval, employees may also be able to switch a scheduled day with another employee, or take vacation or paid time off, or take off unpaid time if no paid time is available. The City will seek to reasonably accommodate individuals' religious observances.

Executive Leave

Employees classified as salaried exempt are eligible for executive leave. Executive leave is defined as an absence from regular duty which has been administratively authorized, and which does not result in a charge against leave of any kind or a loss in salary. Salaried employees will receive 32 hours of executive leave on the first day of each calendar year.

Additionally, the City Administrator may approve Executive leave to any employee based on extenuating circumstances. The following are examples which may warrant executive leave:

- Physical examination for employment with the City or for induction or enlistment in the active armed services;
- Employees volunteering as blood donors without compensation; and
- Employees who are pallbearers or are involved in the color guard or honor guard of any funeral will be granted necessary time off, up to one day, at the discretion of the City Administrator.
- Employees providing duties on behalf of a job-related professional organization.

Salaried employees may request additional executive leave for extenuating circumstances. Additional executive leave may be granted by the City Administrator.

Executive leave time may not be carried over from one year to the next unless approved by the City Administrator.

Paid Time Off (PTO)

The City recognizes the importance of taking time off from work to relax, spend time with family, and enjoy leisure activities. The City provides paid time off (PTO) to eligible regular full-time and part-time employees for this purpose and eligible employees will accrue paid time off according to the following schedules. Refer to the Collective Bargaining Agreement (CBA) for details on paid time off for union employees.

Regular Full-Time Employees Accrual Rates

Regular full-time employees will accrue PTO as follows:

Years of Service	Accrual Per Pay Period
1 - 5	6.78 hours
6 - 10	8.27 hours
11 - 20	9.84 hours
21+	11.38 hours

Regular Part-Time Employees Accrual Rates

Regular part-time employees, not including part-time firefighters, will accrue PTO as follows:

Years of Service	Accrual Rate
All	12 PTO hours for every 520 hours worked

Requesting Paid Time Off

PTO can be used in a minimum of 30-minute increments by non-exempt roles and in four (4) hour, or half-day, increments by exempt roles; the City will comply with applicable federal or state law regarding allowance for smaller increments. PTO and other applicable paid leave time must be used prior to recording time as leave without pay.

PTO requests must be made in advance with the employee's Supervisor as follows:

- PTO requests of one week duration or more should normally be made not less than thirty (30) days in advance.
- PTO requests of four (4) days or less can be made at any time but should normally be made 48 hours in advance.

The Supervisor will review the request and will approve or deny the request based on organizational and departmental needs with consideration given to timing of any requests, seniority and prior requests.

Paid Time Off Accrual Maximums

Employees can accrue up to a maximum of 400 hours of paid time off and compensatory hours combined. Once the maximum number of hours is reached, employees will no longer accrue additional paid time off until the bank of hours are reduced. The City Administrator may temporarily extend PTO maximums for employees impacted by staffing shortages or weather-related job requirements.

Cash Out Paid Time Off (PTO)

An employee may elect to cash out 40 hours of PTO quarterly, four times per fiscal year but must have a minimum balance of 80 hours after the cash out.

Donated PTO

Employees are eligible to donate or receive donated leave for an absence from work that meets the definition of Medical/Sick Leave. Leave must be donated in increments of no less than one hour and shall not exceed eight hours. An employee interested in donating or receiving leave should contact the Finance Director.

PTO at Termination

Upon resignation with two weeks' notice provided, an employee shall be paid for all unused PTO at the time of separation from employment. An employee terminated for cause or who resigns without providing two weeks' notice, shall not receive payout of PTO unless otherwise determined by City Administration.

Unpaid Leave of Absence

The City understands that there are times when an employee may need additional time off for personal reasons. If an employee has exhausted all applicable PTO, compensatory time and FMLA leave, if eligible, an employee may request an unpaid leave of absence. Approval of unpaid leave is at the discretion of the Department Head and City Administrator.

During unpaid leave granted under this section, employees do not receive compensation, do not accrue length of service, PTO, and are not eligible for paid holidays. The City does not make

contributions to retirement programs for the duration of the leave. Employees may continue in the group health program during unpaid leave under this section by paying the full cost of the premium by the first of the month for the following month's coverage. Failure to pay the premium on time will result in termination of coverage.

If an employee plans to return to work following unpaid leave taken under this section, the employee must notify their Department Head before the end of the leave. The City will attempt to restore the employee to the position the employee held at the start of the leave, or in a comparable position, if possible. If no such position is available, the employee's employment will be terminated.

Pregnancy and Birth Or Adoption Of Child Leave

If an employee meets the eligibility requirements under FMLA provisions, an employee will be offered FMLA for pregnancy leave. If an employee is not eligible for FMLA, the City will comply with the Iowa Civil Rights Act which requires employers to grant unpaid leave to employees who are temporarily disabled because of pregnancy or related medical conditions, even if similar leaves are not granted for other temporary disabilities, and even if the leave is not available to the employee under any health, or temporary disability ~~or sick~~ leave plan for up to eight (8) weeks.

If an employee or their spouse gives birth or adopts a child, they shall be eligible for 160 hours of Paternity/Maternity Leave . This leave must be taken in a minimum of 4 hour increments and must be used within 365 days. This Paternity/Maternity Leave is not eligible for pay out. If both spouses are employed by the City of Windsor Heights a maximum of 160 hours days per family unit shall be allocated.

Lactation

The City will provide reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has the need to express the milk. The City will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

The City will provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary, and the employee must communicate with her Supervisor regarding the timing of the breaks.

Employees who use break time to express milk will be compensated in the same way that other employees are compensated for break time. In addition, FLSA's general requirement that the employee must be completely relieved from duty or else the time must be compensated as work time applies.

Family and Medical Leave

The City complies with the federal Family and Medical Leave Act (FMLA), which requires

employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The City also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws. Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact your immediate Supervisor or Human Resources to discuss options for leave.

Eligibility

The FMLA defines eligible employees as employees who have worked for the City for at least 12 months, have worked for the City for at least 1,250 hours in the previous 12 months, and work for a covered employer which includes all public agencies, including state, local, and federal employers.

Employees who are applying for and are granted leave under FMLA must meet notification and documentation requirements as outlined in this policy. Failure to meet these requirements may result in the denial or revocation of the FMLA leave.

Duration and Basis for Leave

Eligible employees are entitled up to 12 work weeks of unpaid, job-protected leave during any 12-month period for one or more of the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition;
- A serious health condition that prevents the employee from performing one or more of the essential functions of their position.

Defining a Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Continuing treatment over an extended period of time requirement may be met by:

- Incapacitation for more than three consecutive calendar days (incapacity is broadly defined to mean inability to work, attend school, or perform other regular daily activities) combined with
- Visiting a health care provider two or more times, or
- One visit to a health care provider followed by a regimen of continuing treatment;
- Or incapacity due to pregnancy, or incapacity due to a chronic condition.

The term "serious health condition" as it applies to employees is not intended to cover short-term illnesses for which treatment and recovery are brief (e.g., minor illnesses that last a few days, outpatient surgical procedures that require brief recovery periods).

Military Family Leave Entitlements

Eligible employees with a spouse, child, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from:

- Short notice of deployment (limited to up to seven days of leave);
- Attending certain military events and related activities;
- Arranging childcare and school activities;
- Addressing certain financial and legal arrangements;
- Attending certain counseling sessions;
- Spending time with a covered military family member on short-term temporary rest and recuperation leave (limited to up to five days of leave);
- Attending post-deployment reintegration briefings;
- Arranging care for or providing care to a parent who is incapable of self-care; and
- Any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform their duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Rolling Period Measurement

The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

Intermittent or Reduced Work-Schedule Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent or reduced work schedule basis. Employees taking leave to care for a newly born or newly placed child do not have a legal right to take intermittent leave and can do so only with their supervisor's consent.

An employee who is on intermittent leave or a reduced-schedule leave may be required to transfer temporarily to an available alternative position if they are qualified. This situation may occur if the City believes that the temporary job can more easily accommodate the recurring periods of leave than the employee's regular position.

Substitution of Paid Leave for Unpaid Leave

The City requires employees to use any accrued paid time during an unpaid FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the City's normal paid leave procedures found in those policies.

Combined Leave for Spouses

If an employee and their spouse are employed by the City, their combined FMLA leave eligibility may not exceed 12 work weeks during any 12-month period for the birth, adoption, or foster care of a child or the care of a parent with a serious health condition.

Employee Responsibilities

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the City's normal call-in procedures.

Employees must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include whether the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The City also may require a second, and if necessary, a third opinion (at the City's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The City also may delay or deny approval of leave for lack of proper medical certification.

City Responsibilities

The City will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the City will provide a reason for the ineligibility.

The City will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the City determines that the leave is not FMLA-protected, the City will notify the employee.

Other Provisions

Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the City has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

Restoration of Position

When an employee returns to work following authorized FMLA leave, they will be:

- Restored to the position held when the leave began if they return within the 12-workweek period (different rules may apply for certain highly compensated employees in accordance with applicable law) or;
- Provided with an equivalent position with the same benefits, pay, and other terms and conditions of employment.

However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Continuation of Benefits

During FMLA leave, the City will maintain payment of the employer's portion of the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

, PTO leave benefits do not accrue during any period of unpaid leave.

Military Leave

The City supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. The City will comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Iowa Code Section 29A.28. Employees who are members of a reserve force of the United States or of the state of Iowa shall be granted a leave of absence when ordered to attend a training program or perform other duties under the supervision of the United States or the state of Iowa.

Any employee who needs time off for uniformed service should immediately notify their supervisor and City Administrator, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the Supervisor as soon as possible.

A period of military leave shall be counted as full service with the City for the purpose of assessing PTO accrual rights. The City will pay the employee the difference between the "duty" pay received and the normal pay that would have been received if working their full schedule.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Veterans Day

Veteran employees may request to receive a day off from work on Veterans Day (November 11), if the employee is otherwise scheduled to work. The employee must submit a time off request thirty (30) days in advance requesting to take time off for Veterans Day. An employee is required to use earned paid time off, if eligible, before unpaid time may be used, unless state law otherwise dictates. The City will comply with any applicable federal, state or local laws pertaining to Veterans Day.

Bereavement Leave

The City recognizes that the loss of a family member requires time to grieve and handle matters. Regular full-time and regular part-time employees are eligible for paid bereavement leave in the following circumstances:

Immediate Family. In case of death in the immediate family, which includes spouse, domestic partner, parents, siblings, grandparents, grandchildren, and in-laws of the employee, a regular full-time or regular part-time employee may be granted up to five working days.

Extended Family. In case of death in the extended family, which includes children of siblings, aunts and uncles, a regular full-time or regular part-time employee may be granted up to two working days.

Payment for bereavement leave shall equate to the standard scheduled hours per day during which the employee takes bereavement. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

Jury Duty/Court Appearance

The City supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their Supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

If an employee is called to serve on a jury, they will incur no loss of pay. Employees are, however, required to return to the City any payment received from the Court for jury service other than travel or expense allowances.

On any day when jury service ends before the end of the employee's usual workday, the employee must check in with their Supervisor to find out whether the employee needs to return to work for that day.

Time for appearance in court for personal reasons/business will be the individual employee's responsibility. Normally, accrued paid time off will be used for this purpose.

Time Off for Voting

The City recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your Supervisor to discuss scheduling accommodation.

Return-To-Work Policy

Temporary Modified Assignment

It is the policy of the City of Windsor Heights (City) to provide temporary modified work, if available at the earliest possible date following an injury or illness, for employees who are unable to return to their regular job classifications. This policy is to complement the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Inquiries about the ADA or FMLA should be directed to Human Resources.

Eligibility

Whenever an employee becomes unable to temporarily perform his/her regular job classification the City may offer temporary modified work. Whether the City offers temporary modified work is always dependent upon the individual circumstances.

Modified Duty

Temporary work assignments within the worker's physical abilities, knowledge, and skill (also known as light duty and transitional duty). Modified Duty assignments must be accompanied by a Work Status Report or medical provider's certification.

Objectives

- Provide procedures for administering temporary modified return-to-work assignments;
- When possible, temporary modified assignments will be made available to injured workers to minimize or eliminate lost time from work. The City cannot guarantee temporary modified assignments and is under no obligation to offer, create or burden any specific position for the purpose of offering placement to such a position.
- Promote speedy recovery and rehabilitate employees back to work as effectively and as quickly as possible while keeping the employee's work patterns and income consistent.
- Complete the essential tasks of the employee's job function.
- Maintain communication among all parties to ensure quality medical care and to manage claim costs.

Procedures

Employees Direct Supervisor/Human Resources:

- Provides the employee with a job description that reflects the essential functions and physical demands of the position and a Work Status Report for the designated medical

provider to complete.

- Reviews the completed Work Status Report or medical certification in conjunction with the job description to determine if temporary modified work is available in any department within the City. Consults with the Designated Medical Provider if necessary.
- Fills out the Return To Work Agreement and meets with the employee to review.
- Monitors on-going medical and work adjustment, meets with employee as needed to review status.
- Determines from Medical Provider whether restrictions apply both at home and at work or other non-work location.

Employee

- Takes required paperwork to designated medical provider appointments (job description, Work Status Report).
- Reviews and signs Return To Work Agreement
- Follows work restrictions as prescribed by designated medical provider.
- Adheres to the temporary restrictions and accommodations, does not perform any activities that exceed work restrictions Adheres to restrictions both at work and elsewhere as determined by Medical Provider.
- Reports immediately to supervisor any work duties or activities that exceed work restrictions.
- Reports immediately to supervisor if any work restriction(s)/accommodation(s) cause discomfort or make medical condition worse.
- Informs supervisor in advance of medical appointments, schedule any medical appointments during non-work time, if possible.
- Updates supervisor with current Work Status Report or updated certification from designated medical provider after every appointment.

In the event an employee refuses a temporary modified assignment, which is within the restrictions identified by the designated medical provider, workers compensation benefits could be affected. In such cases, the City will notify the insurance carrier of the employee's refusal of the temporary modified assignment. For an employee covered by the FMLA, an employee may refuse a light duty or modified work assignment, but it may have an adverse effect on the employee's workers' compensation benefits.

If, at the end of the temporary modified duty assignment, the employee is able to perform his/her regular job duties with or without reasonable accommodation, then the employee may return to his/her regular position. If, at the end of the temporary modified duty assignment, the employee is not able to perform his/her regular job duties with or without reasonable accommodations, the City will review the employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the employee's work restriction can be reasonably accommodated to allow the employee to return to work in some capacity. If no reasonable accommodation is available to return the employee to the previous or different

position, the City will then consider placing the employee on a time limited unpaid leave of absence or ending the employment.

Employee Wellbeing Benefits

The City recognizes the value of benefits to employees and their families. The City supports employees by offering a comprehensive and competitive wellbeing benefits program. For more information regarding benefit programs, please refer to the Benefits Booklet, which can be obtained from Human Resources. To the extent of the information provided here conflicts with the full plan document, the full plan document will control.

Wellbeing Benefits Eligibility

Regular, full-time employees working 30 or more hours per week are eligible for benefits on the first day of the month following the date of hire. To maintain coverage, employees must work a minimum of 30 hours per week on average.

Below is a list of wellbeing benefits that may be offered through the City’s benefit plan. This is not intended to be a comprehensive list, and coverage can change at the discretion of the City. Refer to the City’s Benefits Booklet and plan documents for full details regarding benefit plans:

Medical Benefits	Long-Term Disability (LTD)
Dental Benefits	Short-Term Disability (STD)
Vision Benefits	Life Insurance and Accidental Death and Dismemberment (AD&D)
Flexible Spending Account (FSA)	Voluntary Products

Employees may be required to share in the cost of the benefits through payroll deduction.

City-Funded Deductible Reimbursement Program. The City reimburses eligible employees for expenses incurred in a calendar year (January 1-December 31) for meeting their annual health insurance plan deductibles. Reimbursements will be handled by the third-party provider in conjunction with the health insurance provider.

Inactive employees or former employees covered under COBRA are not eligible for the City-Funded Deductible Reimbursement Program.

Deferred Compensation Account. The City pays \$150.00 per month towards a deferred compensation account for all eligible employees who have employee-only health insurance coverage or opt for no health insurance coverage through the City. Employees who opt out must provide proof of participation in a qualifying plan. To access this benefit, employees must contact the Finance Director.

Hepatitis B Vaccination. Eligible employees can elect to receive the Hepatitis B Vaccination series by meeting the following criteria:

- If an eligible employee elects to receive the series, they may do so from a provider of their choice or a public health organization.
- Upon documentation of the series initiation, the employee or the provider will be compensated for the series cost.
- If a private provider is chosen, reimbursement will not exceed the amount of the cost to the City of providing the injection. Any additional cost in such a case must be borne by the employee.
- Failure to proceed with the series of injections within 30 days of serum order waives the City's offer to pay for the series. In this case, the employee must reimburse the City any Hepatitis B vaccine-related fees paid to the employee or any provider on their behalf, or such fees shall be withheld from the employee's subsequent paycheck.

The City is not responsible for any claim, warranty, or guarantee of the Hepatitis B Vaccine serum, effectiveness thereof or for potential side effects, nor does it acknowledge the need for the series as prevention from infection-related employment with the City.

Eligible employees who do not elect to participate in the Hepatitis B Vaccination program will be asked to sign a waiver declining participation.

Continuation of Wellbeing Benefits

- **Separation of Employment** - If employment is terminated, benefits will end on the last day of the month the employee actually worked.
- **Covered Leave** - Throughout a medical leave of absence, the employee may participate in the City's employee benefit plans as if actively employed. The employee continues to pay the employee cost of all benefits for the first three months. After three months, the employee pays the entire cost of all benefit premiums.
- **Concurrent Coverage** - Disability benefits will run concurrently with FMLA leave and/or any other leave, where permitted by state and federal law.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

When an eligible employee or employee's eligible family member experiences a qualifying event that causes a loss of eligibility for the City's health coverage, they have the option to continue health coverage at their expense under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Refer to the Benefits Booklet for additional information.

- COBRA coverage applies to the type(s) of health coverage (i.e., medical, dental, and/or health care flexible spending account) that the employee had at the time of the qualifying event.
- Coverage is continued only for a specified time period.
- The City may charge up to 2% for administrative fees as allowed by law.

Retirement Savings Plans

IPERS. The retirement program for all regular full-time, part-time, and certain seasonal/temporary employees is the Iowa Public Employees' Retirement System (IPERS).

Deferred Compensation 457(b). Regular full-time employees may defer, or set aside, a portion of their paycheck on a bi-weekly basis and delay paying federal and state taxes on that amount deferred. Changes to contribution amounts by the City are effective on the employee's anniversary date that corresponds with the start of each new year of service. It is the employee's responsibility to monitor their own retirement account.

The City shall match the following percentage of salary to a deferred compensation plan in which the City participates for employees pursuant to the following schedule.

City's Contributions to Deferred Compensation Plan	
Years of Service	% of Employees Salary
3 - 5	1.0%
6 - 10	1.5%
11 - 20	2.0%
21+	2.5%

Refer to the Collective Bargaining Agreement (CBA) for details on the deferred compensation plan for union employees.

Eligibility, vesting, and all other matters relating to these plans are explained in the Benefits Booklet that can be obtained from Human Resources.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment. The City pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The City abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the Supervisor and City Administrator within 24 hours or soon as practicable. The Supervisor will complete an injury report with input from the employee and return the form to Human Resources. The claim will be filed with the insurance company. In cases of true medical emergencies, call 911 or report to the nearest emergency room.

Workers' compensation benefits will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not receive accrued paid leave for approved absences covered by the City's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

Education/Tuition Assistance

Regular full-time employees are eligible for tuition reimbursement up to \$5,250 per fiscal year upon successful completion of a work-related course. All courses must be pre-approved by the Department Head. Once the course is completed, the employee will submit a certified transcript of grades with receipts for expenses. The reimbursement amount is based on a grading scale as outlined in the table below. Tuition reimbursement has a lifetime maximum payout of \$8,250 for one degree in each of the categories: Associate's, Bachelor's, or Master's.

Maximum Credit Hour Reimbursement	Minimum Required GPA
\$250 per credit hour	3.0
\$150 per credit hour	2.5
\$50 per credit hour	2.0
\$0 per credit hour	Below a 2.0
Pass/Fail Course	100% of maximum for pass / 0% for fail

Course Guidelines

- Obtain Department Head and City Administrator approval prior to enrolling in a course.
- You must have at least one year of full-time service with the City.
- Employees must be enrolled in an accredited college or university.
- Coursework/degree program must be related to the employee's current position or further their career growth within the organization.
- Employees can receive reimbursement for tuition, books, and lab fees.
- Within 60 days of completion of the coursework, employees must turn in the tuition reimbursement form into their Department Head with copies of receipts and official grade reports from the accredited college or university.
- The employee may be required to execute a separate tuition reimbursement agreement.
- No reimbursement will be given for educational efforts financed by any other source, i.e. V.A., the State, County and/or Federal grants, etc.
- Union employees should refer to their Collective Bargaining Agreement.

Separation of Employment

Should the employee's employment terminate voluntarily or involuntarily (with the exception of layoff or reduction in force), within twelve (12) months of receiving any reimbursement under this policy, the employee must repay 100% of the reimbursement amount.

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for all employees in dealing with issues that affect their lives and the quality of their job performance. The City wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

The City encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the City, nor is the City given any information on who chooses to use the services. See the Benefits Booklet for additional information and contact details.

Wellness Program

The well-being of our employees is extremely important to the City. The City provides employees with opportunities designed for the cultivation of employee well-being and enrichment of workplace culture. These opportunities target the social, financial, physical, emotional, career and community well-being of our employees. Current wellness programs offered to City employees, elected officials, and immediate family members, in some cases, include:

- **Workout Facility** - Employees (and their immediate family members) and elected officials are welcome to use the facility after completing a waiver of liability.
- **Smoking Cessation Programs** - The City reimburses eligible employees up to \$25/per month (up to 6 months) for expenses incurred from smoking cessation programs. Reimbursable expenses are considered costs incurred from prescriptions and other approved over-the-counter products.
- **Live Healthy Iowa** - Eligible employees who wish to participate in the Live Healthy Iowa Challenge representing the City of Windsor Heights team will receive free registration.
- **Physical Fitness Incentive** - Once per year, eligible employees can elect to participate in the ILEA approved Cooper Test standard (age and gender appropriate). Employees who successfully pass the fitness test shall receive a \$100 fitness incentive in the next available pay period. Employees who maintain a passing score for five or more consecutive years shall receive an annual fitness incentive of \$250 per year.
- **Special Programming** - The City, at City Council or City Administrator's discretion, may offer additional wellness programs throughout the year.

**City of Windsor Heights
Employee Handbook
Receipt and Acknowledgment**

I, the undersigned, hereby acknowledge receipt of a copy of the City of Windsor Heights Employee Handbook, which is the property of the City of Windsor Heights. I understand it is my obligation to read and follow the provisions of the Employee Handbook which apply to me during my employment with the City. I understand that if I am a member of a Collective Bargaining Unit (CBU), that the provisions of the CBU may affect certain policies in this handbook and it is my responsibility to read and follow the provisions of the CBU as well.

I understand that this Handbook is not a contract of employment, but rather an explanation of City policies. The City has not solicited my assent or agreement to the policies set forth in this Handbook and my employment is not in consideration of, or in return for, my being bound by this Handbook.

I understand that this Employee Handbook is provided to me for informational purposes only and is not intended to change the at-will nature of my employment relationship with the City. I recognize that either the City of Windsor Heights or I may terminate the employment relationship at any time, for any reason. Upon termination, the copy of the Employee Handbook shall be returned to your Supervisor. I understand the Employee Handbook is intended solely as a means of clarifying the current operations of the City of Windsor Heights and its policies, practices, and procedures. I further understand that the City of Windsor Heights is committed to reviewing these policies on an ongoing basis and reserves the right to change or eliminate any of the policies at any time.

Employee Signature

Date

Employee Name (printed)

Witness Signature

Date

Witness Name (printed)

Benefits Review

		Wages	Longevity Pay (page 18)	Deferred Compensation (page 60)	Merit Pay/Bonus (policy attached)	PTO/Vacation/Sick Leave (page 48)
Typical and/or Higher Cost Items	Windsor Heights	Less Competitive	Competitive	Highly Competitive	Highly Competitive	Competitive*
	Commentary	Wages tend to be lower than <u>immediate metro cities</u> which are larger. Competitiveness overall has increased to a degree the past five years.	Longevity structure varies widely across cities. Most cities offer longevity pay but some are significantly higher and some slightly lower. Windsor Heights longevity amounts have not changed in some time.	Deferred Compensation was implemented in 2003. Most cities offer deferred compensation. Nearly all cities require an employee match to receive employee contributions. WH does not. Administration recommends keeping the current policy percentages but making employer contributions subject to employee match.	Implemented in 2021 in tandem with adoption of payscales 15% lower than ranges recommended by a Pontifex salary study. Implementation coincided with implementation of additional fringe benefits (2 floating holidays, and short-term disability).	*Most cities are still on vacation/sick leave making apples to apples comparison difficult

		PTO Carry-over Maximum (page 49)	# of Holidays (page 47)	Tuition Reimbursement (Page 62)	Disability	Life insurance
Typical and/or Higher Cost Items	Windsor Heights	Competitive	Highly competitive	Competitive	Competitive	Competitive
	Commentary	Competitive relative to vacation/sick carryover. Maximums differ by department. Note: Non-union maximum carry-over was reduced last handbook update.	City Council elected to add Juneteenth and New Years Eve as holidays in 2024.	Typically offered. Windsor Heights reimbursement rates are competitive.	The City provides short-term disability of 66.6% wages up to \$1,000 weekly. This is highly competitive. Long-term disability is 60% up to \$10,000 monthly. This is competitive.	Typically offered by Cities. Windsor Heights provides coverage up to the employees' annual wage. This is a low cost benefit.

Less Common Benefits Review

Atypical and/or Lower Cost		Referral Bonus	Residence - housing stipend	Foreign language Incentive	Retiree Life Insurance	Major Life Event Leave	PTO Payout Option (page 48)
	Windsor Heights	Not offered	Not offered	Not offered	Not offered	Not offered	Highly Competitive*
	Commentary	Offered by limited cities	A residency stipend is offered by a few cities such as Grinnell and Des Moines	Offered by limited cities	Offered by limited cities	Offered by limited cities	*Most cities are still on vacation/sick leave. Some have a payout/conversion method.

Atypical and/or Lower Cost		Pool/City Recreation Discounts	Educational Obtainment Annual Incentive Pay	Relocation Pay	Standby pay	Paternity/Maternity Leave	Shift Differential
	Windsor Heights	Not offered	Offered for PD Union only	Not offered	Not generally offered	Competitive to highly competitive	Offered for PD Union only
	Commentary	Offered by limited cities	Offered by limited cities	Typically depends on position.	Typically subject to departmental needs.	Infrequent but increasingly being offered.	Competitive where offered



Background:

Administration has completed a review of City benefits for City Council to review and consider any revisions as per directed by the Finance Committee.

Overall, the city's current benefits are competitive. While staff compensation has generally become more competitive in the past few years, it remains generally lower than larger immediate metro area cities across most positions. A key question for City Council consideration is whether to focus finite resources primarily on being competitive in wages, benefits or some combination thereof.

See attached spreadsheet for benefits analysis summary.

Administration Recommendations

The following benefits are recommended for discussion or revision by administration:

1. Provide compensation payments for employees electing for no healthcare coverage (due to other insurance) and smaller compensation for those electing for single coverage only.
 - a. City monthly family medical insurance costs \$1003, single coverage \$408, no coverage \$0.
 - b. This item is covered in the Employee Handbook and some Union Agreements.
2. Discuss longevity pay.
 - a. Longevity pay has been set at \$6 per paycheck for each year served beyond five since before 2007. Longevity was initially established at \$5 a month, for each year beyond 5, in 1972.
 - i. Similar longevity language is included in all city union contracts & the employee handbook.
 - ii. The police union has proposed an increase to longevity from \$6 to \$8.
 - iii. Currently 9 city employees receive longevity pay, totaling \$9,516 annually. The median employee has been with the city just under 3 years, the average employee has been with the city for 5 years.
3. Determine whether to make adjustments to, eliminate or keep the current non-union merit bonus/pay policy. Currently City Council allocates between 0-3% of non-union wages for these payments annually. Last year the city budgeted 3% and paid an average 2.3% merit bonus to non-union full-time staff, totaling approximately \$33,500.

- a. If the current policy remains, administration recommends revising the timeline for a decision on merit pay to November to allow for the decision to reflect whether the past fiscal year budget ran a surplus or deficit.
 - b. One elected official suggestion was to require more than six months of continuous employment to be eligible for merit pay. Last year, a two-year employment eligible requirement would have reduced the payment amount by approximately 1/3.
 - c. Looking back approximately one year, with bonus pay removed from the Police Lieutenants' wages, their annual compensation falls to the middle range of the existing union officers' annual pay. This comparison does include overtime earned by union officers; however, salaried Lieutenants are on call for 26 weeks each year, which often requires them to field calls and respond to issues during overnight hours. In addition, they provide support for 40+ hours of after-hour committees, city special events, and partner organization events. Pay scale compression may be further amplified over time if there are differences between future non-union wage adjustments and police union wage increases. Both Lts. make approximately the mid-point of the last non-union salary study which is based on a combination of rural, ex-urb and urban cities.
4. Revise deferred compensation language. Deferred compensation is included in the employee handbook and with some variation in all union contracts. The City pays approximately \$52,000 in deferred compensation annually.

Current Handbook Language

The City shall match the following percentage of salary to a deferred compensation plan in which the City participates for employees pursuant to the following schedule.

Proposed Revised Handbook Language

The City will match the percentage of an employee's salary that the employee contributes to a deferred compensation plan in which the City participates up to the following schedule.

City's Contributions to Deferred Compensation Plan	
Years of Service	% of Employees Salary
3 - 5	1.0%
6 - 10	1.5%
11 - 20	2.0%
21+	2.5%

[Type text]

No change is recommended in percentages shown in the table above.

Administration has proposed similar language to the proposed revised handbook language during current FD and PD collective bargaining negotiations.

5. Discuss other benefits policies if desired by City Council.

Additional or alternative benefits City Council may consider include:

1. Expansion of Friday Summer Hours year-round. Currently non-union employees scheduled Friday workday ends at 3PM during 22 weeks around summer. In practice, salaried staff work beyond 3PM as needed. Expanding this 3PM scheduled practice year-round would reduce the number of working hours, if allowed by workload, by 2.15% and could be an alternative to a merit bonus.
2. Establishment of Employee Innovation Fund in lieu of merit bonus. Employees that identify and/or implement a significant innovation resulting in operational efficiencies or savings would qualify for a one-time payment. Auditor Rob Sand currently operates a Public Innovations and Efficiencies (PIE) recognition program.
3. Mirror Longevity pay across all departments, if changes are made to a union contract.
4. Reduced employee CEC rental rates, subject to the CEC not being in use.
5. Birthday or work anniversary PTO.
6. Reduction in salaried staff special event workload. Currently Administration requests salaried staff participate in at least two city special events, or partner events, beyond typical participation in Fall Festival. Some staff elect to participate in additional events beyond this.

